



Monarch Services is seeking a Program Manager

Based Watsonville and Santa Cruz offices

At-will, Exempt, Full-Time

\$68,000+ dependent on experience

WHY JOIN US

We are activists, advocates, feminists, leaders, empower-ers striving to create a world free from violence and abuse.

We are committed to serving as leaders for social change for the benefit of the community through advocacy, shaping policy and collaborating with community partners.

Now, imagine yourself working for a social justice organization that helps transform lives and communities...

THE OPPORTUNITY

Under the supervision of the Associate Director the Program Manager is responsible for the successful implementation and maintenance of the agency's county-wide prevention efforts.

The goal of the Prevention Program is to promote social change through outreach, education, community organizing, volunteer opportunities, and advocacy for families, all of which can contribute to a violence-free community. The areas of the prevention program include: presentations to community organizations; outreach to underserved communities; volunteer and internship opportunities for community members; interactive presentations.

WHO YOU ARE

- You have a Bachelor's degree in Social Sciences (or related field) plus one year of related work experience *or* five years progressive professional experience.
- You have experience conducting presentations to community groups and strong understanding of outreach strategies to underserved communities.
- You have supervisory experience and have demonstrated the ability to motivate others in a positive manner.
- You have ability to evaluate program, community, and client needs.
- You have demonstrated the ability to maintain accurate records and reports.
- You have experience with planning and program development related to community services.
- You can work a flexible schedule and provide support to staff during some evening and weekend hours.
- You have knowledge of intimate partner violence, sexual assault, and community resources.
- You can work with people of diverse ethnic, cultural, religious, socio-economic, sexual and political orientations.

SKILLS

- Fluency in English and Spanish is required.
- Excellent communication skills, particularly listening, mediation, and writing skills to effectively present sensitive topic materials to a wide range of audiences.
- Ability to make independent judgments and work independently with minimal supervision.
- Possess strong organizational skills with ability to meet a demanding workload.
- Creative thinker/adaptive personality.
- Sensitivity to cultural and socioeconomic characteristics of population served.
- The ability to work collaboratively with other personnel and/or service providers or professionals.
- Computer proficiency with MS Office including Word, PowerPoint, Publisher, and Outlook.

WHAT YOU'LL DO

- You will ensure a successful implementation of the agency's county-wide prevention work and understand the theory and concepts of primary prevention work.
- You will supervise prevention staff, including the hiring, training, performance evaluations, and, when necessary, disciplinary action and/or termination of employment.
- You will manage and supervise all aspects of the program implementation for domestic violence, sexual assault and human trafficking outreach, education and training program services.
- You will coordinate, implement, lead, and deliver trainings, workshops, and presentations to the community on domestic violence and/or sexual assault.
- You will convene meetings with community partners in an effort to strengthen partnerships.
- You will plan, implement and evaluate program operations and projects focused on fulfilling the mission of Monarch Services.
- You will coordinate annual domestic violence, human trafficking, teen dating violence and sexual assault awareness campaigns.
- You will work closely with local schools for successful teen outreach and education efforts.
- You will develop and oversee all outreach and presentation materials to promote programs.
- You will coordinate staff trainings and maintain accurate records in accordance to grant requirements.
- You will complete a State-Certified Domestic Violence/Sexual Assault Peer Counselor Training and maintain Peer Counselor certification by completing continuing education requirements.
- You will provide back-up coverage to staff on assigned weekends and evenings.
- You will provide crisis intervention services, as needed, to survivors of domestic violence and/or sexual assault.
- You will oversee documentation of services and assists with the narrative of written reports in compliance with funding requirements.
- You will participate in preparing, monitoring and administering the program budget.
- You will serve as Monarch Services representative at public meetings and committees as assigned.
- You will attend staff meetings, training sessions, supervision, management meetings, and other agency meetings as required.
- You will maintain effective working relationships with other agency staff, volunteers, board of directors, clients, and with representatives of government, and other community organizations.
- You will provide general oversight of office ensuring facility is staffed and equipped for client and/or volunteer services.
- Other duties related to the specific classification as assigned

BENEFITS & PERKS

Keeping you healthy

We take a holistic approach to wellness physical, emotional, and financial. Our comprehensive benefits package includes:

- Up to 100% agency paid medical, dental, vision, and life
- 403B retirement benefit with up to 4% employer match
- Flexible Spending Account and Dependent Care Plan available

Balancing your Life

Work-life balance is an essential aspect of selfcare. That's why we provide generous time off policies for everything life throws your way. Whether it's a new baby, a family, or a nasty cold, we've got you covered.

- 13 Holidays and Paid Time Off benefits for regular employees.
- 5 Friday office closures during spring and summer months.
- Winter office closure
- Self-care retreats.

How we collaborate

We cultivate comradery between all Monarch staff and programs supported by a range of fun activities that bring us together.

- Agency Engagement Committee
- Diversity Equity Inclusion Committee

THE FINE PRINT

While performing the duties of this job, the employee is regularly required to walk; sit; drive; use hands to finger, handle, or feel; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds.

Maintain physical and mental composure while dealing with emergencies, crisis situations and deadlines.

How to apply:

**Submit your resume and cover letter packet
clearly outlining your related experience to this position
via e-mail (MS Word or PDF formats only) to brianal@monarchsc.org**

The position will be open until filled.

MONARCH SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER.

**WE VALUE AND WELCOME DIVERSITY OF ETHNIC, CULTURAL, RELIGIOUS, SOCIO-ECONOMIC, POLITICAL
BACKGROUNDS, SEXUAL ORIENTATION/IDENTIFICATION AND ABILITIES.**

We take pride in being a family friendly workplace.