

Harbor Interfaith Services, Inc. | Associate Program Director – A Bridge Home (ABH) | Job Description

Harbor Interfaith Services (HIS) is a non-profit organization based in San Pedro, with a mission to provide food, shelter, transitional housing, childcare, and support services to the homeless and working poor in the South Bay area of Los Angeles, Service Planning Area (SPA) 8.

Harbor Interfaith Services is looking to add a full time **Associate Program Director** to our team. This position will be responsible for assisting the Program Manager with the oversight of the “A Bridge Home” (ABH) program. This is a non-exempt role and will primarily work Monday through Friday, 10am to 7pm. We are recruiting people who are top performers with excellent interpersonal and critical thinking skills and a fierce passion for serving the community.

Key responsibilities:

- Working closely in collaboration with the ABH Program Manager to provide oversight of all ABH staff, including case managers, resident aides, custodians, and security.
- Coordinating all onsite resident meetings to ensure open communication about program operations and addressing resident concerns.
- Providing direct supervision and oversight of case managers and the intake coordinator to monitor day to day operations, including screening applicants, minimizing turnover rate, and ensuring collaboration with the Coordinated Entry System (CES).
- Ensuring achievement of program performance measures and compliance with all funding contracts and providing ongoing monitoring of data entered into the Homeless Management Information System (HMIS), ensuring all file documentation meets contract standards.
- Assisting with presentations to increase knowledge of Harbor Interfaith programs within the community.
- Working with onsite security, custodians, and resident aides to ensure resident compliance and facility upkeep.
- Attending staff meetings and case conferences as required and completing other duties as assigned.

We would like to speak with you if:

- You have a minimum of two years of supervisory experience leading a team.
- You have extensive experience working with at risk populations.
- You have a demonstrated ability to provide training and technical assistance to support program staff.
- You have a working knowledge of San Pedro and the South Bay education, employment, housing, and counseling resources.
- You have a management style characterized by initiative, flexibility, creativity, and strong organizational skills.
- You have a valid California driver's license, a clean driving record with no more than two driving infraction points, and adequate auto insurance.

About Harbor Interfaith

We offer an inclusive environment where all are empowered to share their diverse perspectives and experiences so we can ultimately be better together. Our policies, practices, programs, activities and decisions regarding employment, hiring, assignment, compensation, and volunteerism are not based on a person's race, color, sex, age, religion, national origin, mental or physical disability, ancestry, military discharge status, sexual orientation, gender identity or expression, marital status, parental status, housing status, or other protected status.

If you are interested in this position, please send your resume and contact information to the attention of Human Resources at hr@harborinterfaith.org.

Harbor Interfaith Services is an at-will employer, meaning we or our employees have the right to terminate the employment relationship at any time, for any reason, with or without cause.