



CITY HEIGHTS COMMUNITY DEVELOPMENT

4001 EL CAJON BLVD. SUITE 205.
SAN DIEGO, CA 92105
619-584-1535
WWW.CITYHEIGHTSCDC.ORG

SAN DIEGO EVICTION PREVENTION COLLABORATIVE PROGRAM MANAGER JOB ANNOUNCEMENT

An exciting opportunity is available to join City Heights Community Development Corporation in fully establishing the San Diego Eviction Prevention Collaborative and preventing evictions in San Diego County. CHCDC is a 501(c) 3 non-profit organization with a mission *to enhance the quality of life in City Heights by working with our community to create and sustain quality affordable housing and livable neighborhoods and foster economic self-sufficiency.*

Background: The goal of the San Diego Eviction Prevention Collaborative is to coordinate and expand resources and data, in order to **prevent** avoidable evictions and homelessness, **protect** against the spread of COVID-19 and disease, and **safeguard children** from eviction's long-term damages. We work toward system change that empowers tenants, expands public awareness, reduces human and public costs, and builds economic and racial justice. The Collaborative includes all the key tenant-serving organizations in the region.

Main Responsibilities

- Day to day management of the collaborative,
- Compiling collaborative agency data for all tenant clients,
- Developing a network of affiliate orgs to reach more tenants and expand eviction protection system,
- Coordinating the workshops, workshop data, train the trainer workshops for affiliate partner orgs,
- Overseeing the communications campaign implemented by a professional PR/media agency
- Monitoring grant budgets
- Assist with identifying and applying for funding
- Additional duties as assigned

Qualifications/Skills:

- Commitment to the mission of the organization and the collaborative
- Bachelor's degree or higher: Desired fields include: Sociology, History, Political Science, Law, Public Policy, Education, and Economics
- 1 – 3 years of program management experience, particularly in the nonprofit sector
- Ability to speak and write in a second language other than English preferred
- Strong organizational, communication and interpersonal skills, verbal and written
- Knowledge of and/or experience working in community-based nonprofits or grassroots campaigns
- Knowledge of and/or experience with data input, analysis and reporting
- Knowledge of and/or experience working with websites and online communications campaigns
- High attention to detail and ability to carry out assignments independently
- High proficiency in all areas of Microsoft Office including Outlook, Word, Excel and PowerPoint

Compensation/Benefits: Salary range of \$55,000 - \$65,000; Medical, dental, and vision insurance; a 401K retirement plan that includes an employer match; generous paid time off and holidays; every other Friday offices are closed; City Heights CDC is committed to the professional growth of all employees and provides training opportunities accordingly. This is a one-year contract position and will continue based on available funding.

To Apply: Please submit a cover letter including your reason for interest in and qualifications for the position; and a resume in electronic form to Kendyll Sepulveda, at ksepulveda@cityheightscdc.org. The position is open until filled.



CITY HEIGHTS
COMMUNITY DEVELOPMENT

4001 EL CAJON BLVD. SUITE 205.
SAN DIEGO, CA 92105
619-584-1535
WWW.CITYHEIGHTSCDC.ORG

CHCDC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, CHCDC complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.