ASSOCIATE DIRECTOR
JOB DESCRIPTION

Organizational Mission: Esperanza Community Housing Corporation is a social justice non-profit in South Central Los Angeles that achieves long-term, comprehensive community development. We recognize that Indigenous, Black, Latino, and immigrant communities are disproportionately impacted by historical oppression, health disparities, disinvestment, and displacement. Therefore, we develop and preserve affordable housing; elevate health equity and access to care; mobilize for environmental justice; create and protect local economic opportunities; expand engagement in arts and culture; and advocate for policies protecting human rights. Esperanza works collaboratively to strengthen South Los Angeles. In all of our actions, Esperanza builds hope with the community.

Position Purpose: The Associate Director will assist the Executive Director by enhancing the internal organizational processes and infrastructure that allow the organization to continue to grow and fulfill its mission. The Associate Director will support the Executive Director with oversight and management of the day-to-day administrative, human resource, development, and financial affairs of the organization. The Associate Director responsibilities include formulating and implementing administrative policies, organizing materials and human resources toward maximum productivity and staff support, managing daily operational activities, and ensuring that day-to-day office activities are functioning efficiently and effectively, while ensuring all employees have the right working conditions to do their jobs safely and productively. The Associate Director will become familiar with all aspects of the organization; use that knowledge to direct the completion of the 2022 Strategic Plan; and ensure that internal organizational operations reflect the Mission of the organization and adherence to its Strategic Plan.

Key Responsibilities:

Organizational Management
- Provide high-quality Administrative/Organizational Management to Executive Director
- Manage and improve organizational systems, processes and support functions such as Human Resources, Information Technology, budget management, and administration.

Program Management and Support
- Oversee management of projects and programs, including contracts with outside vendors.
- Provide input relating to development of strategic planning, new programs, services, and resources.

Organizational Strategy and Strategic Plan
- Coordinate and oversee completion of organizational Strategic Plan

IT Support
- Perform and oversee the regular backup of the organizational server, individual computers, and troubleshoot the functionality of all organizational technology
- Manage data and record collection, storage, and organizational files (both electronic and paper)
Supervision/Accountability:
The Associate Director works under the direction of the Executive Director and consults with the Executive Director when clarification, interpretation, or implementation of organizational policies may be required. The Associate Director supervises staff, interns, and volunteers as directed by the Executive Director.

Education and/or Experience:
This is a career level position appropriate for a Public Health, Planning or Non-Profit Administration professional (graduate degree preferred) with a minimum of four years related experience in non-profit organization management, contract administration, budgeting, and fundraising.

Qualifications
- Excellent organizational, managerial, and communication skills
- Demonstrated ability to plan and achieve annual goals and objectives
- Proven experience as Director of Operations or relevant role preferred
- Understanding of business functions such as HR, Finance, marketing etc.
- Demonstrable competency in strategic planning and business development
- Working knowledge of data analysis and performance/operation metrics
- Outstanding organizational and leadership abilities
- Comprehensive knowledge of standard office practices, procedures, equipment, and techniques
- Excellent spoken and written communications skills in English. Spanish/English bilingual (preferred)
- Experience with and knowledge of computer operation; knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, etc.), and database applications.
- Valid California Driver’s License and proof of insurance if driving personal vehicle
- South LA residents encouraged to apply

Compensation: The Associate Director position is a full-time, exempt position with an annual salary range of $70,000-$80,000. Salary is based on qualifications and experience. Esperanza Community Housing offers comprehensive benefits that include: 100% medical and dental, cash in lieu of medical and dental, unemployment, 401K with matching, group life, accidental death, long-term disability, and holiday/vacation/sick leave pay.

To apply: Applicants should submit a cover letter, resume, and 3 professional references to Nancy Halpern Ibrahim, Executive Director at jobs@esperanzacommunityhousing.org with the subject line: Associate Director

Esperanza Community Housing is an affirmative action, equal opportunity employer and encourages applications from all qualified candidates regardless of race, color, ethnicity, age, gender, sexual orientation, marital or parental status, religion, disability, or any other status protected by laws or regulations. We work to ensure fair treatment of applicants and employees and actively enforce zero tolerance policies against discrimination and harassment. Women, people of color, and South Los Angeles residents are strongly encouraged to apply.