



**Greater Sacramento
Urban League**

3725 Marysville Blvd.
Sacramento CA 95838

P 916.286.8600
F 916.286.8620

www.gsul.org

Program Manager, Black Child Legacy Campaign Job Announcement/Description

Location: Sacramento, CA

Department: Youth & Families Center

Reports To: Director, Youth & Families Center

Employment Status: Full-time

Salary/Wages: \$57,000-\$65,000/annually

*Greater Sacramento Urban League is an Equal Opportunity Employer. We invite all qualified individuals to apply to join us in achieving our community empowerment agenda in the Greater Sacramento region by submitting a resume and cover letter to: careers@gsul.org. Applications received by **Monday, February 27, 2023** will receive priority consideration. Applications will be evaluated as they are received. Interviews may occur ahead of the priority deadline. People of color, women and current/former residents of Del Paso Heights and Oak Park are particularly encouraged to apply.*

ABOUT US

The Greater Sacramento Urban League (GSUL) has been committed to empowering communities and changing lives in the Sacramento region since 1968. Over the years we have assisted tens of thousands of Sacramentans to increase their educational opportunities, gain meaningful employment, strengthen their financial well-being, and work together to build communities where all children, youth and families can live well, be well and thrive.

GSUL's empowerment agenda has five pillars:

- **Civic Engagement and Leadership Empowerment:** Empowering all people to take an active role in determining the quality of life, public policy and leadership in their community service and leadership development.
- **Civil Rights and Racial Justice Empowerment:** Promoting and safeguarding our civil rights by actively working to eradicate all barriers to equal participation in all aspects of American society, whether political, economic, social, educational or cultural.
- **Economic Empowerment:** Empowering all people in attaining economic self-sufficiency through job training, employment, homeownership, entrepreneurship and wealth accumulation.
- **Education and Youth Empowerment:** Ensuring that all of our children are well educated and prepared for economic self-reliance in the 21st Century.
- **Health and Quality of Life Empowerment:** Working to build healthy and safe communities to eliminate health disparities through prevention, healthy eating and fitness, as well as ensuring complete access to affordable healthcare for all people.

JOB DESCRIPTION SUMMARY: The Black Child Legacy Campaign (BCLC) is a community-driven movement established to reduce death rates among Black children in Sacramento County. BCLC is made up of seven Community Incubator Leaders (CIL) that represent the neighborhoods that have been identified as having the highest numbers of Black child deaths in the County. GSUL serves as the CIL for the Oak Park community. The CIL's four areas for reducing Black child death rates include perinatal conditions, infant safe sleep, child abuse and neglect, and third-party homicide. The Program Manager acts as a bridge between the Oak Park community, county health resources and government authorities at local and regional levels. They also provide vital assistance in the distribution of funding, the implementation of community projects and monitoring the progress of the community and is responsible for community partnership development and outreach, community resourcing, community event planning and development resident and client, engagement and outreach for the Oak Park Black Child Legacy Campaign-CIL.

QUALIFICATIONS

This position will require the incumbent to work flexible hours including evenings and weekends. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Community building and effective management are essential to this role. The Program Manager will maintain relationships with local schools, community organizations, and the Sierra Health Foundation as well as the youth and families we serve. In addition to relationship building, this role will focus on the successful implementation of Oak Park CIL program and project objectives, planning, executing and evaluating Oak Park CIL activities. The activities include but are not limited to the referral and first responder/crisis intervention programs, mini-grant awards administration, oversight of the interagency Multi-Disciplinary Team (MDT), managing volunteer programming through the Community Leadership Roundtable, budgeting, and re-granting, community activities like Oak Park Peace Walk and Jingle Mingle.

DUTIES/RESPONSIBILITIES

- Participate in communication, education, outreach and engagement activities (including community events) in order to advance BCLC in Oak Park.
- Develop and implement engagement strategies for the BCLC in Oak Park to build awareness about the disproportionate rate of Black deaths in Oak Park.
- Collaborate with existing partner organizations and develop new partnerships
- Facilitate community meetings, informational workshops, and seminars that address the four BCLC focus areas.
- Recruit, train and supervise staff and volunteers
- Monitor program expenditures and manage program budget
- Facilitate and track data from the Multi-Disciplinary Team (MDT) process
- Provide referrals and other case management services to clients and connect them to relevant services offered by partner organizations/agencies through MDT process.
- Oversee re-granting process
- Ensure accurate and timely reporting activities (monthly, quarterly and final reports) including quality assessment site visits
- Attend trainings and various workshops for personal and professional development.
- Fulfill other duties as assigned

REQUIRED SKILLS/ABILITIES

- A strong interest in the mission of our organization
- Advocacy and engagement skills
- Ability to use good judgement regarding confidential matters
- Must be available to host and attend some evening and weekend events to work some evenings and weekends as needed
- Skilled at anticipating issues, creating contingency plans, managing multiple priorities, and organizing logistics
- Proven ability to meet deadlines
- Proficient with Microsoft Office Suite and Google Suite
- Willingness to travel locally

EDUCATION AND EXPERIENCE

- BA or BS in a related field preferred
- 2 years of experience managing staff

COVID-19 VACCINE CERTIFICATION REQUIREMENT

GSUL requires all new employees to be immunized against COVID-19. Candidates advancing in the GSUL hiring process should be prepared to comply with this requirement.