



Position: Program Manager, Best Start Central Long Beach

Reports to: Strategic Initiatives Manager
Long Beach Forward

Employee of: Community Partners (fiscal sponsor)

Hours and compensation: Full-time, hourly employee at \$23-25/hour plus benefits. Benefits include paid vacation and sick time; health, dental, and vision coverage; and life insurance and retirement options.

Organizational Background & Description

Long Beach Forward (previously known as the support organization for Building Healthy Communities: Long Beach) was established in 2010 to coordinate the collaborative efforts of The California Endowment's Building Healthy Communities initiative in Long Beach. Long Beach Forward now also provides coordination support to Best Start Central Long Beach, the Los Angeles Regional Census Table, and other local and regional initiatives.

Long Beach Forward currently partners with over 50 community-based organizations and facilitates or participates in approximately 15 collaborative groups and campaigns in order to advance the vision that Long Beach will be a place where race and income do not determine one's future—it's a community where everyone is safe, connected, and healthy.

Long Beach Forward focuses on strengthening the power of organizations and community members by providing them with the tools and training necessary to be heard, be influential, and drive real change in Long Beach. We are motivated by the belief that everyone in Long Beach should be able to influence the decisions that impact their lives and the knowledge that oftentimes low-income communities of color are left out of decision making.

Role

Long Beach Forward is hiring a Program Manager as part of our work with Best Start Central Long Beach. Best Start brings together parents and caregivers, residents, organizations, businesses, government institutions, and other stakeholders to collectively build a vision and develop strategies to create the best possible community for young children and their families. Best Start stakeholders collaborate to improve the community's policies, resources, and services to better support residents, and create places where families can thrive. Best Start also provides the skills building and leadership training to help the group achieve its goals and ensure that children enter kindergarten ready to succeed in school and in life. This is done primarily through a group called the Community Partnership.

The Program Manager will serve as a key team member supporting the advancement of the Community Change Agenda and related workgroups. The Community Change Agenda is a community-created plan which guides the Community Partnership towards meeting systems and policy change goals to improve the lives of children prenatal to age 5 and their families. Drawing upon best practices and experiences of community organizing and facilitation, the Program Manager will ensure that members of the Community Partnership are participating in ways that maximize their strengths, tap into their interests, and allow them the opportunity to engage meaningfully in the goals and activities of the group.

As part of a team of staff members supporting the work of Best Start Central Long Beach, the Program Manager will be responsible for connecting the activities of the Community Change Agenda workgroups to the larger initiative as well as support evaluation and grant reporting.

Responsibilities

- Represent Long Beach Forward and the objectives and policy positions of Best Start Central Long Beach in coalitions, to decision makers, and to the general public.
- Contribute to the tracking and reporting for learning, evaluation, and grant deliverables including tracking participation in relevant meetings, trainings, and events.
- Work closely with Long Beach Forward's staff, consultants, and partner organizations to develop, implement, and support outreach and organizing strategies to advance the Best Start Central Long Beach Community Change Agenda.
 - Support stakeholders in identifying and achieving the goals of the Community Partnership.
 - Identify and recruit new stakeholders to participate in relevant committees.
 - Identify appropriate leadership opportunities, training, and development needs for parents, partner organizations, and allies.
 - Work to create intentionally multiracial and multilingual spaces for parents in the community.
 - Maintain knowledge of policies and practices related to the 0-5 population and their families.
 - Promote shared leadership.
- Collaborate with partners and other Long Beach Forward staff to plan and implement activities related to the Best Start Central Long Beach Community Change Agenda.
- Plan and facilitate one-on-ones, committee meetings, and internal team coordination to build relationships and drive the planning and implementation of the Community Change Agenda objectives.
- Build and maintain positive relationships and communication with a diverse set of stakeholders and partners.
- Ensure all work is performed in an inclusive and culturally and linguistically appropriate manner.
- Participate in other Long Beach Forward meetings and community events as required.
- Other duties as assigned.

Qualifications

- Experience with grant or other professional writing.
- Experience in coordinating programs and community events.
- Community organizing experience that includes one-on-one organizing, coalition building, and meeting/group facilitation.

- Experience working with low-income communities of color and familiarity with Long Beach's political and social landscape.
- Ability to communicate effectively with diverse audiences, both in writing and verbally, relaying complicated information in a straightforward, culturally, and linguistically appropriate manner.
- Strong organizational skills, including the ability to work collaboratively, manage and track own work and time, and be accountable for performance.
- Technological proficiency, especially with email, Google Docs, Microsoft Word, Excel, and PowerPoint.
- Success in prioritizing and meeting multiple demands and deadlines.
- Verbal fluency in Spanish or Khmer preferred in order to support group facilitation; written translation ability a plus.
- Access to reliable transportation (car not required).
- Ability to work some evenings and weekends.

To apply, submit a resume and cover letter to Ariel Halstead, Operations Manager, Long Beach Forward. You may email documents to ariel@lbforward.org or deliver them to our office at 425 Atlantic Ave., Long Beach, CA 90802. **Applications received by the end of the day (11:59PM) on Sunday, September 22nd will be prioritized.**

For more information, please visit: www.lbforward.org. *Community Partners® is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring. We welcome applicants from diverse backgrounds and seek to hire qualified staff who reflect the rich diversity of the community we serve.*