

SPECIAL SERVICE FOR GROUPS, INC  
**JOB ANNOUNCEMENT**

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**Title:** Program Analyst

**FLSA:** Non-Exempt/Full-time (40 hrs./wk.)

**Pay Range:** \$25.00-\$30.00/hour, DOE

**Division:** APAIT

**Supervisor:** Research, Evaluation and Development Manager

**Updated:** 01/09/2024

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**SUMMARY**

Under the supervision of the Director of Clinical Quality Management Development, the Program Analyst will provide assistance in the coordination of programmatic evaluation, quality management activities, data monitoring and analysis, and planning of specified projects and/or contracts. The Program Analyst will assist in project liaison and operation; program development and grant writing; and other administrative functions of the agency. Personnel must be able to interpret the agency's mission and purpose in the community.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Coordinate timely agency-wide programmatic evaluation activities including but not limited to evaluation tool development and data management and analysis.
2. Assist with quality management activities.
3. Provide necessary program documentation, including the administration of evaluation tools, reporting program data, completion of reports, and other program related assignments.
4. Assist in the development of new initiatives and continuing programs.
5. Research and assess potential funding opportunities for the agency.
6. Initiate and coordinate agency proposal writing.
7. Assist in the coordination of and participate in community events, health fairs and festivals.
8. Represent the agency by attending local planning groups, community forums and collaboration meetings as assigned.
9. Maintain and uphold Agency mission statement, values, policies, procedures, and principles.
10. Interpret agency purpose and mission to the community.
11. Regular attendance: position will require flexible hours including evenings/night-shifts, weekends, and some holidays.
12. Other activities as required, to conduct program and agency objectives.

**MINIMUM QUALIFICATIONS – KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

1. Minimum of a Master's degree with one (1) year related experience in planning, program development, coordination and budgeting in a social service agency; preferably a Master's degree in Social Work, Public Health, Public Administration or related field.
2. Knowledge of and ability to work with racial/ethnic minority, impoverished and underserved communities and groups (e.g., multi-gender, LGBTQ, substance using).
3. Basic knowledge of HIV/AIDS and related co-morbidity issues.
4. Relevant research training in qualitative and quantitative methods.
5. Proficient writing and oral communication skills.
6. Demonstrated experience and knowledge of PC hardware and software (i.e., word processing, spreadsheets).
7. Ability to perform duties on some weekday evenings and weekend days when required.
8. Verification of employment eligibility.
9. Valid California Driver's License, plus proof of current automobile insurance.
10. Reliable transportation for some local travel (<25%) to off-site meetings, agency events, etc.
11. Updated tuberculosis test (annual requirement) – read, reviewed and dated by a clinician (annual requirement).
12. Maintain and uphold Agency mission statement, values, policies, procedures, and principles.

**SUPERVISORY RESPONSIBILITIES**

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1. This incumbent does not have formal supervisory responsibilities.

**Environmental Conditions (Working Conditions)**

1. Ergonomically safe office environment with desktop computer, desk, chair, natural light from windows.

**Physical Requirements**

1. In the course of performing this job, this position typically spends time sitting, standing, walking, frequent driving, carrying (max.20lbs), lifting (max. 20lbs), listening, and speaking.

**Mental Requirements**

1. This position requires someone that can accommodate to any/all of the following: constant distractions, interruptions; uncontrollable changes in priorities/work schedules; availability for on call/duty after regular working hours; and exposure to inappropriate behavior and language of others.

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**Application Process:**

Please submit cover letter and resume by e-mail to: Subir, [subird@apaitonline.org](mailto:subird@apaitonline.org) NO PHONE CALLS PLEASE.

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*Special Service for Groups, Inc. (SSG) is an Equal Opportunity/Affirmative Action Employer  
SSG will consider for employment qualified applicants with criminal histories in a manner consistent with the  
requirements set by law.*