



**JEWISH FAMILY &
COMMUNITY SERVICES**
EAST BAY

Position Announcement

Afghan Placement and Assistance Initiative Program Manager

JOB TITLE: Afghan Placement and Assistance Initiative Program Manager

DEPARTMENT: Immigration Legal Services and Refugee Services

REPORTS TO: Chief Executive Officer

LOCATION: Concord

EMPLOYMENT TYPE: Full time/Exempt, temporary position (37.5 hours per week)

OUR AGENCY

Rooted in Jewish values and historical experiences, and inspired by the strengths of the diverse communities we serve, JFCS East Bay promotes the well-being of individuals and families by providing essential mental health and social services through every stage of life. JFCS East Bay is an innovative, multicultural human service agency that has served individuals and families throughout Alameda and Contra Costa counties since 1877.

The agency's current programs include resettling refugees, providing mental health services to children and families, offering immigration legal services, and supporting seniors and Holocaust survivors. Our staff of more than 70 employees is characterized by its dedication, teamwork, warmth, and humor. Agency offices are located in downtown Berkeley (five blocks from BART) and Concord (five blocks from BART), with a satellite location in uptown Oakland.

JFCS East Bay actively seeks to hire qualified professionals who reflect the cultural and linguistic diversity of the East Bay and of our clients. We are committed to creating a community where staff and clients from all backgrounds feel safe, welcome, and included. We are looking for equity-minded applicants who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. We hope to expand our diversity in the belief that clients heal best when staff represent the communities they serve and are guided by values of social justice.

Afghan Placement and Assistance (APA) Program

In direct response to the surge of new arrivals from Afghanistan to the East Bay, Jewish Family & Community Services East Bay is bringing together a team of staff to welcome our new neighbors with dignity and care. This intensive initiative began this summer with the U.S. military withdrawal from Afghanistan and is projected to continue for at least six months. This initiative also supports members of the East Bay Afghan community whom JFCS East Bay has resettled in the past and are seeking support for family members who are either arriving or attempting to reach the East Bay.

JOB SUMMARY

The program manager for Afghan Placement and Assistance works across JFCS East Bay departments to ensure the successful arrival, resettlement, legal, community, and civic support of people recently displaced from Afghanistan immediately following the U.S. military withdrawal in the summer of 2021. This position coordinates internally with resettlement case managers, legal service providers, volunteer coordinators, as well as our development, communications, finance, and administrative teams. The initiative program manager represents

JFCS East Bay externally through developing partnerships with community-based organizations and advocating in civic spaces to weave together a net of support for newly arriving Afghans.

DUTIES & ESSENTIAL JOB FUNCTIONS

- Project management and internal communication across departments.
- Partnership development and stewardship with a variety of community stakeholders including community-based organizations, civic leaders, and government agencies to identify and connect new arrivals with needed resources and services.
- Pilot program design, execution, and tracking of outcomes.
- External communication management of inquiries from potential, current, and past clients.
- Process development for initiative tasks and responsibilities.
- Data collection, management, analysis, and reporting.
- Budget management of the initiative, in consultation with department directors.
- Other duties as assigned.

QUALIFICATIONS

- 3 to 5 years project management experience, including systems development, data management, and information flow.
- Excellent at building and maintaining individual and institutional relationships. Experience working with immigrants and refugees or related social services.
- Skilled facilitator.
- High degree of organization and attention to detail, record keeping.
- Ability to maintain strict confidentiality.
- Patience, compassion, and flexibility.
- Ability to work independently and as part of a team.
- Capable in using a variety of project management platforms and tools, MS Office, and Google suites.
- Well-developed English verbal and written skills.
- Familiarity with the refugee communities served, particularly Afghans, with demonstrated competence and sensitivity.
- Dari or Pashto fluency is preferred.
- Clean DMV record, current California driver's license, and access to vehicle; able and willing to transport clients when necessary, preferred.
- Commitment to agency mission of promoting and strengthening the social and emotional well-being of diverse individuals and families throughout the East Bay.

COVID-19 REQUIREMENTS

All employees must show proof of vaccination against COVID-19 and follow JFCS East Bay COVID-19 policies. Reasonable accommodations may be made for individuals with medical or religious reasons where they do not cause undue hardship or pose a direct threat to the health and safety of others.

COMPENSATION AND BENEFITS

The annual salary range for the position is **\$75k to \$90k** depending on experience. Generous benefit package includes: Medical, Dental, Vision, Life Insurance, FSA/HSA, 401(k) with agency match (after 1 year), 28 paid days off, great colleagues, and a friendly, respectful work environment.

TO APPLY

Please submit a thoughtful cover letter and resume to currentjobs@jfcs-eastbay.org. Please include your name, the title of the position, and "APA Program Manager" in the subject line. Position open until filled.

JFCS East Bay is an Equal Opportunity employer that highly values diversity and does not discriminate on the basis of age (40 or older), ancestry, color, religious creed (including religious dress and grooming practices), denial of family and medical care leave, disability (mental and physical, including HIV and AIDS), marital status, medical condition (cancer and genetic characteristics), genetic information, military and veteran status, national origin (including language use restrictions), race, sex (including pregnancy, child birth, breastfeeding, and medical conditions related to pregnancy, child birth or breastfeeding), gender, gender identity and gender expression, sexual orientation, or any other protected status in accordance with all applicable federal, state, and local laws.