

HOSPITALITY HOUSE

JOB ANNOUNCEMENT

TITLE: Program Manager, Community Arts Program (1.0 FTE)
REPORTS TO: Program Director
COMPENSATION: (DOE) plus benefits
STATUS: Full-time (40 hours/week), exempt, non-union position; some flexible hours required

ORGANIZATION DESCRIPTION:

Founded in 1967, Hospitality House is a progressive, community-based organization located in San Francisco's Tenderloin neighborhood that provides opportunities and resources for personal growth and self-determination to homeless people and neighborhood residents. Our mission is to build community strength by advocating policies and rendering services which foster self-sufficiency and cultural enrichment. We use a peer-based approach and encourage participation from our constituents on various levels of decision-making and service-delivery.

Hospitality House has six programs. The Tenderloin Self-Help Center and Sixth Street Self-Help Center are behavioral health-based community centers that provide a range of emergency and support services using a low-threshold, peer-based, self-help model. The Shelter Program is a small men's dormitory that provides basic emergency shelter as well as one-on-one case management. The Community Arts Program is a unique space where individuals can create, house and sell artwork, offering open studio hours, workshops, a creative writing class, and an opportunity for artists to exhibit and sell their work. The Community Building Program includes a peer volunteer training program, program activities, and the Healing, Organizing & Leadership Development Program which is a peer internship community organizing program for participants impacted by trauma. The Employment Program offers job readiness services, employment and training resources, and job search support through two neighborhood-based employment resources centers. All programs work together to provide a range of support, resources, and opportunities for people to achieve stability and self-sufficiency.

POSITION DESCRIPTION:

The Program Manager is responsible for oversight of the Community Arts Program and the provision of services that are consistent with the agency's mission, philosophical principles, and ethical standards. This position provides supervision and training to two Studio Assistants, volunteers, and substitute staff; oversees various contract workshop instructors; coordinates art exhibitions and receptions; oversees adherence to policies and procedures; interacts directly with artists regarding program services; is responsible for reporting to funders regarding program performance; coordinates facility upkeep and maintenance; and represents the agency in community forums. The Program Manager is also part of the agency's Management Team, is on-call for program issues or emergencies, and must be available to work some evening hours for special events and exhibition receptions.

QUALIFICATIONS:

- 2 years management experience in a community program or BA/MA degree in related field with relevant supervisory experience. Previous supervisory experience *required*, including familiarity with progressive disciplinary procedures.
- 3 years experience working with people experiencing poverty, homelessness, mental health issues, active drug use, life-threatening illnesses, social disenfranchisement, and/or other related issues.
- Previous experience coordinating art exhibitions and related events strongly preferred.
- MFA or BFA with related arts experience strongly preferred.
- Demonstrated commitment to peer-oriented service-delivery strategies; to non-medical, self-help program models; and to participant involvement processes.
- Demonstrated understanding of mental health issues and substance use dynamics; familiarity with current concepts of harm reduction and its application; understanding and sensitivity to diverse participant backgrounds.

- Must be reliable, able to effectively multi-task, be attentive to detail, and possess strong organization skills.
- Bilingual Spanish/English preferred.

RESUME, COVER LETTER & SALARY REQUIREMENTS TO:

Hospitality House/Program Manager Search (Community Arts Program)

290 Turk Street

San Francisco, CA 94102

or personnel@hospitalityhouse.org