



## Job Announcement

The Sierra Kings Health Care District is currently recruiting for the following position:

Program Officer  
Full-Time Exempt  
Annual Salary Range: \$50,000 - \$60,000

### **Summary:**

This position will serve as an administrative resource in the development and implementation of Sierra Kings Health Care District's grant making with the goal of funding programs, projects, and activities that promote health and wellness in the District.

### **Duties include, but are not limited to:**

- Providing technical assistance to funded programs through troubleshooting and evaluation.
- Implementing best practices in contract compliance, fiscal oversight, and data collection.
- Management of reporting, invoicing, and recordkeeping.
- Supervision of program performance through site visits and review of quarterly reports.
- Representing the District and Chief Executive Officer at meetings and conferences.
- Maintaining awareness of applicable laws and regulations, and recommending changes to District policies as needed.
- Participating in development of the District budget.
- Delivering presentations to the public and associated agencies to communicate program objectives and activities.

### **Qualifications**

- Bachelor's Degree in public health, public administration, social work, health sciences, business administration (or closely related field).
- Minimum three years' experience in contract management, fiscal oversight, evaluation, and data collection.
- Relevant professional experience with a public agency or non-profit corporation strongly preferred.
- Bilingual (Spanish) communication skills a plus.

### **Benefits**

- \$600 monthly healthcare stipend
- 6% annual retirement match
- Life insurance
- 11 annual paid holidays
- 80 hours of annual paid vacation
- 48 hours of annual paid sick

Recruitment Opens: December 1, 2021

Recruitment Closes: January 14, 2022

### **Requirements to Apply:**

- Completed application
- Cover letter
- Resume
- 2 letters of reference
- Writing sample

You can find the job application on the District's website at [www.skxcd.org](http://www.skxcd.org). Submit your applications or direct inquiries to

Merari Gutierrez

Email: [merarig@skxcd.org](mailto:merarig@skxcd.org)

Address: 1011 G Street Reedley, Ca 93654 Phone: (559) 726-2268.