

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG)

JOB DESCRIPTION

SENIOR PROJECT COORDINATOR

OPENING: July 6, 2026
CLOSING DATE: Open until filled (*Interviews will not take place until after July 20, 2026*)
SALARY: \$82,307 – \$99,165
WORK SCHEDULE: Full-Time 9/80 Schedule (every other Friday off), some evenings required
LOCATION: Hybrid Telework Environment
NOTE: This position will report to the Housing and Homeless Services Department

ABOUT SBCCOG

The SBCCOG is a joint powers authority of 16 cities and the County of Los Angeles that share the goal of maximizing quality of life and productivity for the South Bay community in Southern California. The SBCCOG operates various programs that cover homelessness, seniors, transportation, and sustainability. More information about the SBCCOG can be found at <https://www.southbaycities.org/>.

Job Summary

The South Bay Cities Council of Governments (SBCCOG) is an Eligible Jurisdiction (EJ) that receives annual funding from the Los Angeles County Affordable Housing Solutions Agency (LACAHS) to implement Renter Protection and Homeless Prevention (RPHP) programs including a rental and financial assistance program to prevent households from falling into homelessness. Additionally, RPHP funding must be used to provide legal representation, advocacy, outreach, and education to households at risk of losing their housing.

The Senior Project Coordinator must be equally comfortable operating at a high strategic level and engaging in hands-on work to support these programs. One moment, the Senior Project Coordinator will be case conferencing with a case manager to develop a housing plan for individual clients, and the next, analyzing a complex policy proposal for a new homeless prevention program. While the position does not provide direct services, the ideal candidate will have direct experience in case management and conduct problem solving case conferences with case managers, and have experience with rental assistance programs, eviction prevention, legal aid coordination. Additionally, the ideal candidate has experience working with Los Angeles County jurisdictions or regional government systems.

Distinguishing Characteristics

This is the advanced-journey-level classification. Incumbents at this level provide functional direction and guidance to Project Coordinators, interns, volunteers, and consultants; perform the full range of technical, analytical, and program management oversight, and serve as subject matter resources for staff, contractors, and external partners.

The Senior Project Coordinator is distinguished from the next higher classification of Project Manager in that the latter has overall responsibility for broader program portfolios, strategic planning, and the full oversight of program operations, including establishing organizational priorities and directing long range program development for the SBCCOG.

Essential Job Functions, Duties, and Responsibilities

- Independently manages and oversees RPHP programs and projects within established program goals and priorities, including full-cycle program development, implementation, monitoring, and evaluation.
- Serves as primary lead and point of contact with partner agencies, utilities, local governments, community-based organizations, vendors, contractors, and the public regarding homeless prevention activities.
- Develops project scopes, schedules, work plans, milestones, and performance metrics for RPHP programs; monitors and evaluates progress and ensures deliverables are met.
- Assigns, directs, and reviews the work of Project Coordinators, interns, and volunteers; provides guidance, feedback, and functional direction to staff working on assigned programs.
- Conducts advanced research and field work; performs comprehensive qualitative and quantitative analyses to evaluate program effectiveness and develops recommendations for improvements.
- Develops project-level budget estimates, tracks expenditures, and ensures compliance with grant, funding, and reporting requirements; collaborates with fiscal staff on invoicing and financial documentation.
- Leads stakeholder engagement related to homeless prevention, including setting agendas, facilitating meetings, and determining next steps; represents the agency at high visibility meetings, presentations, and public events.
- Designs and coordinates delivery of trainings, workshops, outreach strategies, and educational materials tailored to program audiences.
- Develops complex reports, policy analyses, technical documents, grant deliverables, contracts scopes, RFP content, and program summaries.
- Monitors homeless prevention federal, state, regional, and local legislation and regulatory changes; evaluates potential impacts and advises management on strategic implications.
- Leads or contributes to grant development, funding proposals, and selection of contractors and consultants; oversees and evaluates contractor performance and ensures contract deliverables are met.
- Oversees communication strategies for homeless prevention programs, including web content, newsletters, social media, presentations, briefing materials, and public-facing documents.
- Ensures accurate documentation, reporting, and maintenance of program activities, data, records, audit facilitation, and outcomes.
- Exercises discretion and advanced judgment in communications, problem-solving, and decision-making on behalf of the organization.
- Attends conferences, off-site events, and general workshops, beyond committee/Council/public meetings.
- Provide staff support for the SBCEH Homeless Task Force and LACAHSR RPHP Committee meetings
- Case conference with case management teams – must be able to problem solve complex cases. Role will involve mentoring case managers.
- Performs related duties as assigned.

Classification - This position is exempt under the Fair Labor Standards Act.

Qualification

Education & Experience

Bachelor's degree and three (3) years of homeless or prevention case management experience. Must be knowledgeable in mental health de-escalation, trauma informed care, and other skills related to homeless services. Must be able to mentor and guide case managers through complex cases. Experience coordinating grants – including implementation, reporting, monitoring, and audits is desirable.

Knowledge of

Principles and practices of program and project management; core concepts in homeless or homeless prevention, and related regional program areas; methods for designing, implementing, and evaluating outreach and engagement strategies; qualitative and quantitative research techniques, including data collection, analysis, and performance measurement; grant administration, contract management, scopes of work, deliverable oversight, and compliance requirements; public agency procurement processes and reporting standards; federal, state, and regional regulations affecting assigned programs; stakeholder engagement practices and interagency coordination; effective writing, presentation, and communication methods; principles of customer service, relationship management, and conflict resolution; fundamentals of functional supervision, task leadership, and staff development; techniques for preparing public-facing materials and digital content; and public-agency recordkeeping, documentation, ethical standards, and confidentiality practices.

Skill to

Plan, coordinate, and lead complex programs and multi-stakeholder projects; conduct advanced analytical work and interpret qualitative and quantitative data; develop work plans, schedules, and performance metrics; develop clear and accurate reports, presentations, policy analyses, and grant deliverables; design and coordinate outreach, education, and training activities; interpret regulatory and program requirements and assess operational impacts; monitor and evaluate contracts and evaluate vendor performance; prepare scopes of work and technical documentation; facilitate meetings, workshops, and interagency discussions; communicate program concepts clearly to diverse audiences; create accurate summaries and program documentation; manage multiple deadlines; use project management tools, databases, and productivity software effectively; collaborate with partner agencies, consultants, and stakeholders; lead, guide, and train staff and volunteers; and maintain effective working relationships.

Ability to

Independently lead and oversee full-cycle programs; analyze issues and develop effective, data-informed solutions; synthesize complex information into clear recommendations; interpret and apply regulatory requirements; coordinate multiple projects and adapt to shifting priorities; represent the organization effectively in meetings and public settings; develop accurate and timely documentation; identify and implement process improvements; communicate clearly in written and verbal form; exercise discretion, sound judgment, and independent decision-making; mentor and guide others; work collaboratively and independently; build and maintain cooperative relationships; and maintain professionalism in sensitive or high-visibility situations.

Licenses and/or Certification - Must possess a valid California Driver's License.

Physical Requirements and Working Conditions

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

EMPLOYEE BENEFITS:

- Major Federal holidays off as well as December 24 through January 1 + 8 hours Floating Holiday
- Vacation Leave: 104 hours 1st year; 112 hours 2nd year + 8 hours annually with a maximum accrual of 192 hours
- Sick Leave: 8 hours/month
- \$50,000 employer provided term life insurance coverage, while employed by SBCCOG
- \$500/month to apply towards health benefits (unused amounts are applied to 457 deferred compensation retirement plan)
- \$200/month employer contribution to deferred compensation (457 retirement plan)

APPLICATION AND SELECTION PROCESS

Interested candidates must submit via email a resume and cover letter detailing the relevance of their education and experience to the work of the SBCCOG and why this position is of interest.

Submit to: Janna Jaime, Administrative Assistant
janna@southbaycities.org

Applications will be accepted until the position is filled. Candidates invited for an interview may be required to submit the names of individuals who could serve as professional references.

EQUAL EMPLOYMENT OPPORTUNITY

SBCCOG is an equal employment opportunity employer. All personnel policies and programs are administered without regard to race, color, religion, political belief, age, ancestry, national origin, sex, gender, gender identity, gender expression, sexual orientation, disability, medical condition, marital status, veteran status, or genetic information.

Date: July 6, 2026