

Position Type: Full-Time, Exempt

About SAN: The South Asian Network (SAN) is a 36-year-old grassroots, community-based, nonprofit organization dedicated to advancing the health, well-being, and civil rights of South Asians living in Southern California. SAN is the only South Asian organization of its kind that provides outreach, direct services, and advocacy in the key areas of health and well-being, civic engagement, mental health, violence prevention and intervention, small business support, and youth and senior engagement. SAN embraces the diversity of South Asians as strength and builds unity among immigrants and communities of color in Southern California. The SAN team is composed of 20 highly dedicated, collaborative, and mission-driven individuals who are passionate about issues such as social justice, community empowerment, and equity. For more information about SAN, visit www.southasiannetwork.org.

About the Director of Programs Role:

Reports To: Deputy Director & Executive Director

Type: Full-Time, 40 hours/week, Exempt

Salary/Wages: \$70,000 - \$75,000

Benefits: Health, dental, and vision insurance; 403(b) retirement plan; 40 hours of paid time off (PTO); 40 hours of paid sick leave; 12 paid holidays; 2 paid winter break days; & 1 paid floating holiday.

Position Responsibilities:

The Director of Programs oversees the day-to-day operations of SAN's programs across the organization's Artesia and Los Angeles offices while supporting the continued growth of services throughout the Inland Empire. Working closely with the Deputy Director and Administrative Assistants, the Director of Programs helps create a collaborative, trauma-informed work environment where staff are supported, programs continue to grow, grant requirements are met, and clients receive culturally responsive, community-centered services.

Responsibilities include, but are not limited to:

- Provide day-to-day leadership and oversight of SAN's programs, ensuring services are delivered effectively, consistently, and in alignment with SAN's mission and grant requirements.
- Supervise and support program managers and staff through regular one-on-one meetings, team check-ins, coaching, mentorship, professional development, and performance management.
- Support program managers in setting goals, program evaluation, addressing challenges, and building strong, collaborative teams.
- Support staff well-being by fostering a collaborative, trauma-informed workplace where communication, learning, and professional growth are encouraged.

www.southasiannetwork.org

Director of Programs
SOUTH ASIAN NETWORK

Position Type: Full-Time, Exempt

- Promote a workplace culture grounded in collaboration, trauma-informed practices, equity, and continuous learning.
- Strengthen communication and collaboration across programs by working closely with staff, managers, and leadership to share information, solve challenges, and support organizational goals.
- Facilitate regular cross-program meetings to encourage collaboration, share resources and best practices, and identify opportunities to strengthen programs and services.
- Work with Administrative Assistants and program staff to improve internal workflows, documentation, data collection, and day-to-day operations across both offices.
- Monitor grant deliverables, reporting deadlines, and evaluate program outcomes to ensure compliance with funding requirements & successful implementation of programs.
- Build and maintain relationships with community organizations, government agencies, funders, coalitions, and other partners to strengthen referrals, develop collaborative initiatives, and expand SAN's impact.
- Provide oversight and support for SAN's organization-wide events, community initiatives, and special projects by working closely with the Special Projects Coordinator, program staff, and leadership to ensure successful planning and execution.
- Work with the Executive Director and Deputy Director to identify opportunities for program growth, develop new initiatives, strengthen partnerships, pursue funding opportunities, and encourage innovative approaches that respond to the evolving needs of South Asian communities.
- Represent SAN at community meetings, coalition convenings, public events, and strategic partnerships, as needed.
- Perform other duties as assigned in support of SAN's mission and organizational growth.

Qualifications:

Language Proficiency: Fluency in a South Asian language (oral and written) strongly preferred

Education: Bachelor's degree in nonprofit management, public administration, social work, public health, or a related field preferred; equivalent leadership experience will be considered.

Leadership Experience: Minimum three years of leadership experience in nonprofit program management, human services, or a related field, including staff supervision.

Program & Grant Management: Experience overseeing grant-funded programs, meeting reporting and compliance requirements, managing program performance, and improving

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Director of Programs
SOUTH ASIAN NETWORK

Position Type: Full-Time, Exempt

organizational systems and service delivery.

Staff Leadership: Experience supervising managers/staff, coaching & mentoring diverse teams, managing performance, & fostering a collaborative, accountable, & supportive work environment.

Community Engagement: Experience building partnerships with community organizations, coalitions, government agencies, and funders. Familiarity with South Asian communities, cultures, languages, and the barriers faced by immigrant communities is strongly preferred.

Communication & Technology: Excellent written, verbal, and interpersonal communication skills. Proficiency with Microsoft Office, Google Workspace, CRM/database systems (Salesforce preferred), and virtual collaboration platforms.

Problem Solving & Organization: Ability to manage multiple priorities, improve workflows, solve operational challenges, and adapt in a fast-paced environment.

Organization & Problem Solving : Ability to work occasional evenings and weekends, travel locally between SAN offices and community sites, and maintain confidentiality in accordance with organizational policies. Reliable transportation required.

Additional Requirements: Ability to work occasional evenings and weekends, travel locally between SAN offices and community sites, and maintain confidentiality in accordance with organizational policies. Reliable transportation required.

To apply, please email a cover letter, resume, writing sample and three references to: saninfo@southasiannetwork.org.

Application deadline: Until filled

The South Asian Network is an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.