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Employment - Job Description

December 5, 2008

Americans with Disabilities Program Manager (Program Administrator II)

The Public Health Institute (PHI) is a large non-profit public health organization conducting a broad range of public health research, training, and technical assistance programs in California, throughout the nation, and around the world. PHI is seeking a full time Americans with Disabilities Program Manager for the Pacific Disability Business Technical Assistance Center (Pacific DBTAC). This position is located in Oakland, CA.

This position provides day to day management for the Pacific DBTAC Center operations. Duties include assisting the Director with personnel, project deadlines, and coordination of activities. The purpose is to ensure quality Center operations to promote widespread understanding of, support for, and compliance with the Americans with Disabilities Act by the business community and the general public in Federal Region IX. Coordination of Americans with Disabilities Act research activities and grant writing is included.

Duties & Responsibilities:

- Provide overall day to day management of Center operations.
- Assist the Director with management of projects as assigned.
- Assure that project deadlines are met.
- Coordinate and oversee quality of Center operations.
- Responsible for overall management/supervision of the administrative unit.
- Provide oversight and monitoring of Pacific DBTAC subcontracts.
- Ability and experience in grant writing.
- Ability to make independent decisions and use sound judgment in the best interest of the Center.
- Assure that the 800 technical assistance line is answered promptly.
- Assure maintenance of the Call Manager System.
- Take part in planning and implementing new Center projects.
- Assist with annual report and statistical reporting.
- Attend necessary conferences and trainings.
- Provide oversight and resources for quarterly newsletter and other responsibilities as assigned.

Qualifications:

- Bachelor's degree required (Master's preferred) in relevant field

- 3 to 5 years experience with the Americans with Disabilities Act or disability community/issues
- Must have advanced skill in Microsoft Office and management experience
- Excellent analytical skills
- Strong written and oral communication skills, including grant writing
- Must be able to travel and work with diverse groups of people
- Must have sound judgment and the ability to make independent decisions, and also be excellent at managing a diverse staff

Compensation:

Salary is commensurate with experience. PHI offers a generous benefits package including medical, dental, vision, short/long term disability insurance, life insurance, 403b (tax sheltered annuity) and partial subsidy of public transportation cost. For more information about PHI's benefits, please visit www.phi.org.

How to apply:

To apply for this position, click here [APPLY HERE](#) or go to PHI's Career Site at www.phi.jobs.

Only for applicants without access to the internet, PHI's mailing address for this position is listed below. Please send cover letter and resume ASAP to:

Public Health Institute
555 - 12th Street, 10th Floor
Department # 205, Oakland, CA 94607-4046
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NO PHONE CALLS PLEASE

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