



Job Description

Position title	Department	Reports to
Housing Program Manager	Administration	Director of Facility and Maintenance
Employment status	FLSA status	Effective date
☐ Temporary ☒ Full-time ☐ Part-time	☐ Nonexempt ☒ Exempt	10/1/2026

Purpose

The mission of St. Vincent Meals on Wheels (SVMOW) is to prepare and deliver nutritious meals to homebound seniors and other vulnerable residents across Los Angeles regardless of age, illness, disability, race, religion, or ability to pay. The program operates Monday-Saturday and Holidays. SVMOW adheres to the following Vincentian core values: Respect, Compassionate Service, Simplicity, Advocacy for the Poor, and Inventiveness to Infinity.

Position Summary

St Vincent Meals on Wheels is seeking a creative, organized, and self-driven Housing Program Manager who will be responsible for overseeing the daily operations, administration, and delivery of housing programs and services. This position ensures that programs operate effectively, comply with applicable regulations and organizational policies, provide quality services to residents and program participants and highlight the impact of our mission.

The Housing Manager provides leadership oversees the department's program, offering guidance and hands on support. The ideal candidate coordinates with residents and community partners, a strong communicator with excellent storytelling, creativity, and organizational skills, and thrives in a mission focused environment.

Essential Duties and Responsibilities

- Manage the day-to-day operations of housing programs and ensure services are delivered effectively.
- Supervise, train, coach and support housing program staff.
- Coordinate housing services, including applications, eligibility, referrals, inspections, case management, and participant support.
- Ensure program activities comply applicable with federal, state, local, and funding-agency requirements and organizational policies.
- Maintain accurate and confidential participant records, reports, and program documentation.
- Monitor program budgets, expenditures, contracts, and available resources.
- Monitor program performance, outcomes, and service quality and prepare required reports.
- Develop and maintain relationships with community organizations, government agencies, and service providers.
- Respond to resident and participant concerns and help resolve housing-related issues.
- Track program performance and prepare regular reports for management and funding agencies.



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- Participate in audits, inspections, program reviews, and compliance activities.
- Develop and implement policies, procedures, and processes to improve program effectiveness.
- Coordinate meetings, training, and program activities.
- Identify housing resources and community services available to participants.
- Ensure staff follow organizational policies regarding confidentiality, documentation, safety, and professional conduct.
- Collaborate with other departments to address participant needs and achieve program goals.
- Maintain awareness of available housing resources and changes in housing regulations and program requirements
- Promote a respectful, inclusive, and supportive environment for residents, participants, staff, and community partners
- Additional responsibilities as needed to support departmental and organizational goals.

Qualifications

- Bachelor's degree in social services, public administration, housing, business administration, or a related field preferred.
- Relevant experience in housing programs, property management, social services, case management, or nonprofit program administration
- Supervisory or management experience preferred
- Knowledge of affordable housing programs, housing regulations, and community resources
- Strong organizational, communication, documentation, and problem-solving skills.
- Ability to manage multiple priorities and meet deadlines
- Proficiency with Microsoft Office and program/database management systems.
- Budget and resource management skills
- Ability to maintain confidential information and exercise sound judgment.
- Bilingual English/Spanish is a plus.

Key Competencies

- Program and staff management
- Housing compliance
- Budget and resource management
- Case coordination
- Community partnerships
- Conflict resolution
- Documentation and reporting
- Leadership and communication
- Organization and time management



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Why Join Us

This is an opportunity to be part of a mission driven organization that has served seniors in Los Angeles for nearly fifty years. You will help to ensure that every senior in our care is nourished with dignity, compassion, and consistency. Your work will directly support life-changing service for thousands of older adults who depend on us.

Compensation & Benefits

- Salary: \$65,000–\$75,000 DOE
- Medical, dental, and vision insurance
- 403(b) retirement plan with employer match
- Paid vacation, holidays, and sick leave
- Hybrid/Onsite work environment
- Professional development opportunities

To Apply

Submit a resume and cover letter detailing your interest and relevant experience to jobs@svmow.org. Applications will not be considered complete without both.

This document does not create an employment contract, implied or otherwise, other than an at will relationship.

The company is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.



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