



Hiring: Program & Leadership Manager

Background

Founded in 2015, The Healing WELL fosters wellness and leadership within the Tenderloin community. We recognize that true healing requires addressing not just physical needs but also mental, emotional, and spiritual well-being. We offer free daily classes (e.g., yoga, poetry, recovery support groups) as well as 1:1 sessions such as Reiki and Healing Touch. Our Leadership Program supports neighbors in becoming wellness advocates in their community. Through the skills and principles they gain, participant leaders learn to model healthy choices, create wellness programming with community in mind, and advocate with confidence on behalf of their peers. Together, we create a sanctuary for neighbors facing poverty, substance use disorders, and mental health challenges.

The Program & Leadership Manager will play a pivotal role in advancing our mission, overseeing the development and delivery of our wellness offerings, and partnering with organizations that advocate for lasting community change. Guided by principles of compassion and justice, the Program & Leadership Manager will help ensure that The Healing WELL continues to be a place of healing, hope, and transformation.

Position Overview

The Program & Leadership Manager is a key leadership role for a motivated self-starter who thrives in a collaborative, community-based environment. We are a small team doing mighty work. You will provide strategic leadership, ensuring our approach and offerings align with community needs and opportunities. This position combines program development and management and staff supervision. In partnership with the Director, staff, and participant leaders, you will foster a safe, supportive, and empowering environment where growth can flourish and the community's vision of wellness and leadership is advanced.

Key Responsibilities

Leadership Development:

- Design and manage the Post-Graduate Program, supporting workforce development through pathways such as further education, internships, certifications, and employment.
- Develop and staff the Leadership Council, ensuring it provides meaningful guidance and direction for programs and outreach.
- Oversee the implementation of our Leadership Program, building community and trauma-informed outreach, hospitality and public speaking skills, with hands-on applications through volunteer opportunities at The Healing WELL and with Tenderloin partners.

Staff Supervision and Support:

- Supervise and mentor staff members and interns, ensuring alignment with organization mission and goals.
- Coordinate ongoing training and professional development for staff, leaders, facilitators, and volunteers.
- Plan and facilitate regular staff meetings that foster collaboration and communication.

Space Activation:

- Oversee and evaluate on- and off-site wellness offerings to ensure high-quality delivery that reflects community needs and priorities.
- Introduce and pilot new programs and initiatives that expand The Healing WELL's impact.
- Manage daily activation and scheduling of The Healing WELL space, including regular offerings, new programs, special events and community partner use.

Qualifications

Required

- 2–3 years' experience in program development and management.
- 2–3 years' supervisory experience.
- Strong organizational, communication, and leadership skills.
- Experience working alongside marginalized populations, including those facing homelessness, substance use, and mental health challenges.
- Ability to balance multiple priorities and thrive in a small, collaborative team environment.
- Proficiency with databases, spreadsheets, and scheduling tools.

Preferred

- Training or experience in trauma-informed care and/or substance use disorders.
- Bilingual skills, especially in Spanish, Mandarin, Arabic, or Vietnamese.
- Bachelor's or Master's degree in social sciences, community studies, or related fields.

We recognize that not all candidates will meet every qualification. If you are passionate about our mission and bring relevant experience, we strongly encourage you to apply.

Compensation

In joining The Healing WELL, you become part of a compassionate and diverse team dedicated to fostering wellness, recovery, and leadership in our community. We prioritize the safety, health, and well-being of our employees and are proud to offer:

- Medical and dental insurance
- Generous paid time off
- Retirement savings plan
- Professional development opportunities
- Hybrid schedule: with 4 days on-site and 1 day remote
- A welcoming, inclusive, and supportive work environment

Pay: \$80,000 to \$85,000 annually, depending on experience.

Equal Employment Opportunity

The Healing WELL is a fiscally-sponsored project of Community Initiatives. Community Initiatives is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to age, race, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, marital status, disability or protected veteran status, or any other status or characteristic protected by federal, state, or local law.

To Apply

Please submit your resume and cover letter to admin@healingwellsf.org. Applications will be accepted until the position is filled.

Your work with us directly supports building healing and leadership within the community so that together we may create a brighter future for all those who call the Tenderloin their home.