



# Khmer Girls in Action

LIKE A LOTUS, WE RISE

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1355 Redondo Ave. Suite 9 • Long Beach, California 90804 • Phone (562) 986-9415 • Fax (562) 986-9416

## **KHMER GIRLS IN ACTION SEEKS COMMUNICATIONS & PROGRAM COORDINATOR**

### **JOB ANNOUNCEMENT**

Effective: April 1, 2014

Salary: \$30,000-34,000 (DOE)

KHMER GIRLS IN ACTION (KGA) is a non-profit organization whose mission is to build a progressive and sustainable Long Beach community that works for gender, racial and economic justice led by Southeast Asian young women. Taking a comprehensive approach to youth development, KGA provides leadership development, organizing, and advocacy as well as cultural exploration and expression.

The Young Women's Empowerment Program (YWEP) is a program for Southeast Asian young women ages 14-18 in Long Beach organizing for social change and community empowerment. YWEP is a space for young women to explore their identity, build their political consciousness and develop organizing skills. As a youth and adult led organization, KGA's staff works as a team, striving towards equal participation and decision making with youth and adults. Valuing process and consensus building efforts, KGA staff must be highly committed to social justice, youth development, and community building both within and outside the organization.

KGA's organizing work builds from our program components to provide opportunities for the community to use their collective power and create institutional change. KGA utilizes strategic communications to popularize our campaigns and shape the dialogue around our issues.

### **Responsibilities**

- Lead program development and planning for the Young Women's Empowerment Program
- Develop and facilitate Young Women's Empowerment Program Trainings/Curriculum on leadership development and social justice issues (i.e. identity, gender, economic justice, organizing, etc.)
- Supervise and mentor youth members and volunteers
- Provide academic and personal support and connect youth to resources
- Conduct outreach and recruit new youth members
- Develop organizing and youth development strategies sensitive to immigrant/refugee communities
- Coordinate parent orientation and maintain relationships with youth members' parents
- Maintain electronic database of all members, families and community allies
- Establish relationships with youth organizing and social justice groups

- Serve as KGA representative at conferences, summits, etc.
- Provide support for organizational events, field trips, campaigns, etc.
- Oversee organizational communications and train staff and youth members to work with the media
- Develop media plans and implement communications strategies to popularize grassroots organizing campaigns (including website, newsletter & social media)
- Work with youth to create multimedia storytelling projects sharing the experiences of 2<sup>nd</sup> generation Cambodian American youth
- Document and archive media coverage, photography/footage of campaigns and events, and storytelling projects
- Support development of long-term sustainability plan for KGA

### **Qualifications**

- At least 3 years of experience with curriculum development, training design and facilitation
- Comfortable speaking in front of small-large groups
- Experience working with and mentoring young people, preferably young women
- Experience with youth organizing and campaign development
- Ability to design creative and non-traditional models of youth programming
- Understanding of Southeast Asian community, preferably Khmer speaking
- Highly organized and punctual
- Computer skills, Microsoft office, Filemaker Pro, web design/html a plus
- Knowledge of Asian/Pacific Islander organizing and service providers in LA
- Strong commitment to social and gender justice and youth self-determination
- Strong understanding and analysis of racism, classism, sexism, heterosexism, ageism, xenophobia
- Ability to work independently and as part of a team
- Strong writing and research skills
- Understanding of organizational and campaign communications; experience with media/communications a plus
- Willingness to work nights and weekends
- Highly motivated and demonstrates ability to take initiative and work with minimal supervision
- Valid California Driver's License and access to insured automobile or transportation, and ability and willingness to transport youth to and from activities.

Khmer Girls in Action  
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Email cover letter and resumes to:  
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**Position will remain open until filled**