
SPECIAL SERVICE FOR GROUPS/
ORANGE COUNTY ASIAN AND PACIFIC ISLANDER COMMUNITY ALLIANCE

Title: Program Coordinator

Division: Orange County Asian and Pacific Islander
Community Alliance

FLSA: Non-Exempt

Supervisor: Director of Strategic Partnerships

Pay Range or Rate: Commensurate with Experience; 20 hours per week (50% FTE).

Revised: March 25, 2014

▪ Summary

Under the supervision and direction of the Policy Manager and Unit Director, the Program Coordinator will help plan, coordinate, and implement programs and activities within the Strategic Partnerships Unit, including Civic Engagement activities. These activities include coordinating non-partisan voter engagement and outreach for the 2014 elections, recruitment of volunteers, and interfacing with community partners. Day-to-day responsibilities include recruitment, management, and effective coordination with several community based organization partners and direct outreach to various Asian and Pacific Islander ethnic populations. The Program Coordinator will work with staff to integrate and coordinate outreach opportunities within other OCAPICA programs. *“Special Service for Groups/OCAPICA is an Equal Opportunity/Affirmative Action Employer”*

▪ Essential Functions

Program (100%)

- Plan, develop, coordinate, and implement program activities related to non-partisan voter engagement.
- Recruit volunteers from colleges, graduate schools, and community organizations to participate in voter activities, including phone banks, other education and outreach activities, and poll monitoring;
- Assist in training and supervising volunteers for phone banks and poll monitoring, evaluating effectiveness of volunteers, implementing and operating phone banks, and deploying volunteers for poll monitoring on election day.
- Collaborate effectively with other units within OCAPICA, community organizations, youth programs, local businesses, and other partners to maximize opportunities for partners and effectiveness of program.
- Maintain timely and accurate documentation of services in accordance with agency and contractual guidelines for quality assurance.
- Utilize and integrate new technology, including social media, internet communications, and video production for communication and documentation purposes.
- Participate in staff meetings, trainings, workshops and outreach events.
- Provide assistance and coordination on other related programs.

▪ Minimum Qualifications - Knowledge, Skills and Abilities Required

- Must have excellent program coordination skills
- Ability to multi-task and manage multiple activities concurrently
- Have at least 1 year experience coordinating programs and/or working with Asian and Pacific Islander communities
- Have familiarity and experience with the region's hard-to-reach communities
- Ability to work in multidisciplinary team of care including peers, employers, and families.
- Excellent communication skills.
- California Driver's License, car insurance and reliable transportation to travel to conferences, meetings, and trainings

▪ Non-Essential Qualifications (optional) - Knowledge, Skills and Abilities

- Experience with program development, coordination, evaluation, and community outreach
- Experience with coalition building and working with several community partners
- Experience working for or with community based nonprofits
- Experience working with Asian and Pacific Islander populations
- Understanding of cultural issues and dynamics.
- Must be comfortable working in a team environment
- Excellent networking and communication skills (verbal and written)

- Prefer individual with flexibility and initiative

 - Supervisory Responsibilities
This position does not require supervision of any paid staff. However, this position may entail supervision of volunteers.

 - Environmental Conditions (Working Conditions)
 - The environment for this position is an office environment (may include shared office space).

 - Physical Requirements
 - In the course of performing this job, the incumbent typically spends time sitting, standing, walking, typing, filing, listening and speaking, driving, and light lifting.

 - Mental Requirements
 - The incumbent in this position must be able to accommodate to any/all of the following: tolerance for distractions and interruptions; uncontrollable changes in priorities/work schedules; be able to process information, think, and conceptualize.
-

Application Process:

Application deadline: until filled.

Please e-mail a cover letter, resume and 3 professional references (past supervisors including e-mail address and phone number) to:

jlacsamana@ocapica.org

(Please ensure that the email subject has the job title: Program Coordinator)

Agency Background:

The Orange County Asian and Pacific Islander Community Alliance (OCAPICA) is dedicated to enhancing the health, and social and economic well-being of Asians and Pacific Islanders in Orange County, California. Established in 1997, OCAPICA works to improve and expand the community's opportunities through service, education, advocacy, organizing and research. These community-driven activities seek to empower Asians and Pacific Islanders to define and control their lives and the future of their community.

Special Service for Groups, Inc. (SSG) serves as the legal employer to this position. *“Special Service for Groups is an Equal Opportunity/Affirmative Action Employer”*

Orange County Asian and Pacific Islander Community Alliance, Inc.
12900 Garden Grove Blvd., Ste. 214A
Garden Grove, CA 92843 / 714-636-9095 / www.ocapica.org
