



Asset Building Program Coordinator Job Description

National CAPACD seeks an Asset Building Program Coordinator to support design, implementation and growth of programs that build the financial health and pathways to economic opportunity for low- and moderate-income AAPIs across the nation.

Organizational Background:

The mission of the National Coalition for Asian Pacific American Community Development (National CAPACD) is to improve the quality of life for low-income Asian Americans and Pacific Islanders (AAPIs). We are a coalition of more than 100 community-based organizations spanning 19 states and the Pacific Islands. Collectively, the coalition improves the lives of over two million AAPIs who live in poverty by providing voice, tools, and shared knowledge to drive change. The coalition focuses on promoting economic vitality, civic and political participation, and racial equity through a broad range of strategies, from community organizing to financial services to the creation of affordable housing and community institutions.

Overview:

National CAPACD seeks an Asset Building Program Coordinator to support implementation of the organization's financial empowerment and small business assistance programming. This is a full-time position based in our Oakland, CA office. The Program Coordinator will support capacity building of member organizations (via National CAPACD's Asset Building and Small Business Networks) to integrate, innovate and document a continuum of financial inclusion strategies that increase the capability of low-income AAPIs to save, build credit, reduce debt, and invest in their economic future. In addition, the Program Coordinator will support other National CAPACD staff and local practitioners to advance federal policies that reduce the racial wealth gap and create a pathway for economic security for low-income communities of color.

The organization's asset building activities currently focus on building financial capability across generations through financial education, financial coaching and product deployment, with potential for additional programmatic growth. The small business/microenterprise program activities are inter-related, focused on both promotion of micro-entrepreneurship as an asset building strategy as well as commercial district stabilization and preservation as a strategy for community wealth building. With both programs, the Program Coordinator will be responsible for working with project partners to develop a work plan, conduct community assessments, identify or refine curriculum to be culturally and linguistically relevant to each partner's target community, provide and coordinate technical assistance and training resources, track progress and evaluate outcomes. The Program Coordinator will report to the Director of Programs, and work closely with other agency and program staff toward fulfilling programmatic and organizational strategic plans.

National CAPACD seeks a highly motivated individual who will take broad initiative to implement these efforts and work with the Director of Programs to identify strategies to increase National CAPACD's national visibility on asset building, small business, and economic security for low-income households. An ideal candidate will have project management and facilitation experience, and knowledge of asset building and financial empowerment strategies.

NATIONAL COALITION FOR ASIAN PACIFIC AMERICAN COMMUNITY DEVELOPMENT
Asset Building Program Coordinator Job Description

Roles and Responsibilities Include:

- Contribute to program design to further evolve the work of the asset building and small business programs. Work with other program staff to identify markets and organizations that help fill gaps within the existing networks and meet the emerging needs of underserved in the AAPI community;
- Cultivate relationships with members. Assist in provision and coordination of technical assistance and training resources to member organizations on a range of topics including service delivery, contract compliance, program development, and other needs as identified. Work with other program staff and local members to develop work plans, conduct community assessments in the implementation of the programs;
- Assist in the dissemination of sub-grant awards, contracts, scholarship applications and reporting documentation;
- Assist in monitoring quality assurance and ensuring compliance of sub-grantees through site visits, regular communication and program evaluation activities. Work closely with other program staff, project consultants and partners in the implementation and evaluation of project activities and research initiatives. Support tracking and reporting on program outcomes to ensure grant and fiscal compliance, including data entry and collection and review of reports;
- Support coordination of activities and communications that identify and elevate best practices among network organizations, inclusive of convenings, meetings, webinars, Convention cohort sessions, documentation of client stories, articles/newsletters/webinars;
- Represent National CAPACD in national coalitions on asset building, micro-enterprise and economic security (e.g., Asset Building Policy Network) as needed;
- Coordinate with other program staff and the policy team to inform National CAPACD's policy agenda on economic security. Support regular engagement with local partner organizations to identify existing and emerging community needs.
- Contribute to the development of original research, papers, op-eds, and other publications that elevate the role of National CAPACD and its partners in the area of housing counseling, asset building, small business, and economic security;
- Implement specific projects and campaigns that support the work of the asset building and small business networks and further National CAPACD's mission.

Note: travel is required for this position.

Required Qualifications:

Bachelor's degree or equivalent experience; at least two years of experience in a non-profit or other related organization; working knowledge of issues facing low-income, immigrant, and Limited English Proficient (LEP) communities; previous experience with policy advocacy, preferably on the federal level, and experience working with elected officials and government administrations; exceptional written and oral communications; ability to represent the organization with external partners; strong organizational, project management, and facilitation ability; excellent attention to detail and ability to prioritize and multi-task; excellent analytical, problem-solving and interpersonal skills.

Desired Qualifications:

Experience with community development, asset building, small business, financial education or housing counseling; communications and media relations skills; Master's degree in urban planning, public policy, public administration, social work or related topics; at least four years of experience in a non-profit or other related organization.

NATIONAL COALITION FOR ASIAN PACIFIC AMERICAN COMMUNITY DEVELOPMENT
Asset Building Program Coordinator Job Description

Compensation:

The Asset Building Program Coordinator is a full-time position based in Oakland, CA. Annual salary range is \$50,000 - \$60,000, depending on background and experience. Comprehensive benefits package includes health, dental, vision, life, and disability insurance and 403(b) plan.

To Apply:

Applications will be accepted until position is filled. Please email cover letter and resume to [apply\[at\]nationalcapacd.org](mailto:apply@nationalcapacd.org), with Asset Building Program Coordinator Application in the subject line.

National CAPACD is an Equal Opportunity Employer. People of color, members of the LGBTQ community, people with disabilities, and women are strongly encouraged to apply. No calls, please.

10/19/2016