



OCA-GREATER LOS ANGELES CHAPTER PART-TIME PROGRAM COORDINATOR

OCA-Greater Los Angeles Chapter (OCA-GLA) is seeking a part-time program coordinator based in the OCA-GLA office in Los Angeles, CA to assist with its programs and advocacy efforts. The OCA-GLA office is located within the Asian Americans Advancing Justice building at 1145 Wilshire Blvd, 1st Floor, Los Angeles, CA 90017.

OCA-GLA is the local chapter of a national non-profit organization whose mission is to advance the social, political and economic well-being of Asian Pacific Americans in the United States.

The program coordinator will be expected to work 20 hours a week Monday to Friday during regular business hours. The program coordinator may also be asked to assist with evening and weekend activities as needed. The schedule will be finalized upon hiring.

Responsibilities

- Provide administrative support in the OCA-GLA office, including day-to-day operations
- Assist with coordination and planning of programs, including networking/social events, advocacy campaigns, educational workshops and Image Awards
- Support OCA-GLA board members in programming, fundraising and project/program development efforts
- Manage OCA-GLA's website and social media platforms
- Monitor volunteers and summer intern around specific projects and programs
- Attend or participate in various community events on behalf of OCA-GLA

Desired Qualifications

- Demonstrated interest in the social, political, and economic issues affecting Asian Pacific Americans.
- Demonstrated commitment to advancing the well-being of Asian Pacific American community.
- Relevant work and/or volunteer experience.
- Strong organizational skills to track and monitor deadlines, reports, communications, etc.
- Able to work both independently and collaboratively and relates tasks to organizational values.
- Excellent oral and written communication skills.
- Familiarity with Microsoft office suite; graphic design/Adobe Photoshop proficiency preferred.
- Must have a graduate or bachelor's degree from an accredited educational institution.
- Some local travel required. Must have valid California Driver's License and access to insured and reliable vehicle. (Parking will be provided.)
- U.S. citizenship or legal permanent residency.

Compensation and Benefits

The program coordinator will be paid \$13/hr. with an estimated 20 hours per week. Parking and/or a travel stipend will be provided. Travel expenses for OCA-related events and activities will be reimbursed.

Application

Interested applicants should submit a cover letter and resume to info@oca-gla.org by May 4, 2015.

If you have any questions, please contact OCA-GLA by e-mail at info@oca-gla.org or by phone at 213-250-9888.