



40 Years of Vietnamese American Experiences
35 Years of Community Service

<http://www.ourjourneytofreedom.org>

CFC No. 10038

Title: Program Coordinator

Position Summary: The Program Coordinator will coordinate all office administration and programs currently being implemented at BPSOS-CA. The ideal candidate shall have at least two years of experience in public relations, health project planning/implementation, education, event planning, research, marketing, and office administration.

Reports to: Branch Manager

Essential Duties, Tasks and Responsibilities

- Coordinate with key partners and conduct outreach for REACH project on smoke-free and physical activity to Vietnamese business employers and employees;
- Work with multi-sector partners to create Policy/System/Environmental changes in the workplace;
- Develop and disseminate educational materials and health information to Vietnamese employers;
- Assist small businesses with implementation of evidence-based strategies designed to increase physical activity and reduce tobacco use and secondhand smoke exposure;
- Establish partnership with media organizations and develop messaging aiming at increasing physical activity and reducing tobacco use at the workplace;
- Maintain a database of developed materials and keep track of project deliverables;
- Work with coalition members and conduct monthly coalition meeting;
- Collect and gather data for on-going project evaluation;
- Assist class instructors in working with students on filling out and collecting pre-test and post-test;
- Keep track of monthly volunteer sign-in sheet;
- Perform data entry of student information into a database;
- Attend related training sessions and meetings and be certified as needed;
- Prepare and submit all required reports quarterly;
- Represent the organization in a professional manner at various partner events, meetings, workshops, and via media channels to bring visibility to BPSOS-CA's programs;
- Recruit, train, monitor, and manage SCSEP members and volunteers;

** This list of essential duties, tasks and responsibilities is not all-inclusive; individual will perform other related duties as assigned by the Branch Manager.

Knowledge, Skills or Abilities

- Excellent written and oral communication skills, including public presentation skills;
- Evidence of the ability to coordinate events, from individual meetings to complex events;
- Evidence of ability to develop sound working relationship with internal partners and external constituents;

- Evidence of ability to solve problems and to resolve conflict quickly and efficiently when it occurs;
- Proficient with all Microsoft Office products: email, web browser knowledge is essential;
- At least two years of program planning/implementation experience;
- Bi-lingual (Vietnamese and English) preferred.

Qualifications

- BA/BS degree; preferably in project management, non-profit management, sales/marketing; public relations, or related field;
- Bilingual in Vietnamese and English preferred;
- Able to multitask and work well as part of a team;
- Prior experience working in a nonprofit setting preferred;
- Able to meet tight deadlines and adapt to changing priorities.

Salary: Negotiable, depending on experience and qualifications.

Location: Orange County, CA

To apply: Send cover letter, resume and list of three professional references to:

Human Resources
Fax: 703-647-6499
Email: hr@bpsos.org

Pre-Employment Background Check

Final candidate(s) are required to authorize and pass a background investigation prior to an offer of contract.

BPSOS is an Equal Opportunity Employer!