



CIVIC ENGAGEMENT COORDINATOR

South Asian Network (SAN) | Artesia, CA

About SAN:

SAN is a 29-year old grassroots, community-based, nonprofit organization dedicated to advancing the health, well-being, and civil rights of South Asians living in Southern California. It is the only South Asian organization of its kind, providing outreach, direct services, and advocacy in three key areas: health and well-being, civic engagement, and violence prevention and intervention. SAN embraces the diversity of the South Asian American community as strength and builds unity among South Asian immigrants in Southern California. It also strives to build alliances among the South Asian community, other immigrant communities, and communities of color in order to advance a shared progressive agenda for Southern California.

The SAN team is composed of highly dedicated, resourceful, accomplished and diverse individuals who are passionate about issues such as social justice, empowerment, and diversity and inclusivity. While our work atmosphere is casual, we employ the utmost levels of professionalism, excellence and integrity in our work. For more information about SAN, visit www.sansocal.org.

The Civic Engagement Coordinator Role:

Type: Part Time, Non-Exempt, with possibility of being converted to Full Time.

Salary/Wages: DOE

The Civil Rights Unit (CRU) at SAN is an important and growing program, particularly in today's political climate. We engage the South Asian American community in key areas such as, but not limited to:

- U.S. Naturalization Assistance
- Immigration Support and Services
- U.S. Census Outreach
- Voter Registration, Engagement and Access
- Hate Crimes/Incidents

The Civic Engagement Coordinator will be housed under SAN's Civil Rights Unit and serve as special project coordinator for SAN's work on the 2020 Census, 2020 voter engagement efforts, and our hate crimes education and awareness campaign. This position is part-time (20-30 hours per week), but may be converted to a full-time, non-exempt role, contingent upon funding.

POSITION RESPONSIBILITIES:

- Implement SAN's 2020 Census outreach and education plan in LA and Orange Counties, a multi-pronged effort to prepare the South Asian community in Southern California for the upcoming Census and ensure maximum participation.

- Launch SAN's 2020 "Desi Vote" Campaign, a non-partisan voter engagement effort to increase South Asian American participation in local, state, and federal elections.
- Strengthen SAN's work on hate crimes education and awareness, so the South Asian community is better equipped to identify and report hate crimes and incidents.
- Work closely with Outreach Coordinator to recruit and train volunteers for voter engagement and Census activities.

PHYSICAL REQUIREMENTS:

- In a four-hour workday, the employee must be able to bend and crouch occasionally, sit continuously and stand or walk frequently.

SKILLS AND EXPERIENCE:

- Minimum of 2-5 years of professional experience in community organizing or political, non-partisan, issue-based or candidate campaigns on the national, state, or local level.
- Demonstrated commitment to civil rights and racial justice.
- Detail oriented, with strong organizational skills, able to manage multiple projects simultaneously, and prioritize tasks effectively.
- Ability to complete timely, confidential, and ethically appropriate documentation.
- Comfort and competence in working independently as well as part of a team.
- Strong PC skills including Word, Excel and PowerPoint.
- Excellent communication and time management skills.
- Ability to work flexible hours, including occasional weeknights and weekends
- Valid California driver's license, insurance, and automobile that may be used during working hours.
- Bilingual skills (English + South Asian language)
- Ability to support the mission and philosophy of the South Asian Network.

DESIRABLE QUALIFICATIONS:

- Previous experience working with the South Asian community;
- Experience working with institutional partners to develop funding opportunities;
- Experience developing data tracking systems and setting metrics for success; and
- Understanding of technology, including volunteer and client databases.

To apply, please email a cover letter, resume with salary expectations, and non-academic writing sample to: saninfo@sansocal.org.

Applications will be accepted on a rolling basis.

The South Asian Network is an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.