



Job Description

Position: Program Coordinator, The Cambodian Wellness Program

Job Summary

United Cambodian Community (UCC) is a nonprofit community-based organization that advocates and promotes the well-being and advancement of the Cambodian community. For over 38 years, UCC has served the greater Long Beach area by providing health, mental health, youth development, and community engagement programs and services.

UCC has an opening for a Program Coordinator of its Cambodian Wellness Program. Under the supervision of the Executive Director, the Program Coordinator manages and implements the Cambodian Wellness Program, which includes case management, wellness workshops, parenting classes, and parent organizing.

Duties and Responsibilities

Cambodian Wellness Program (75%)

- Conducts outreach with community members at events, schools, and community spaces;
- Case management with adults and older adults on housing, health, and family needs;
- Facilitate monthly wellness workshops on nutrition, mental health, and healthy living;
- Facilitate Strengthening Intergenerational Ties in Immigrant Families (SITIF) parenting classes;
- Support walk-in client needs;
- Develop relationships and partnerships with schools and community based organizations;

Parent Organizing (15%)

- Conduct and facilitate workshops for Khmer Parent Advocating for Student Education group each month;
- Participate in Parent Organizing Workgroup;
- Participate in relevant community events on education;
- Train Khmer parents in advocacy and organizing;

Admin (10%)

- Provide Khmer translation of documents and interpretation at meetings and events;
- Provide reports on program objectives;
- Assist Executive Director and organizational staff in duties related to the community, social services, advocacy, and community forums;
- Assist organizational staff in fund development;
- Assist staff in organizational events and commitments; and
- Perform other related duties as required by UCC Executive Director

Minimum Desired Qualifications

- Bilingual in Khmer
- College degree or equivalent experience
- One year experience working with the Cambodian community
- Computer knowledge (Microsoft Word, Excel)
- Strong written and oral communication skills
- Understanding of the Cambodian community
- Detailed orientated, self-starter, collaborator, and able to interact with diverse populations

Hours: Full Time 40hrs/wk, Monday-Friday, 9am-6pm, occasional weekend and evening hours

Compensation: Commensurate with experience, benefits include health benefits, holiday, sick leave, and vacation

Please submit your cover letter, resume, and salary history to susana.sngiem@ucclb.org
Write Program Coordinator-"Your Name" in the subject line

United Cambodian Community is an equal opportunity employer.