

**ORANGE COUNTY ASIAN AND PACIFIC ISLANDER COMMUNITY ALLIANCE**  
**OCAPICA**  
**JOB ANNOUNCEMENT**

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**Title:** Campaign Coordinator  
**FLSA:** Non-Exempt, Full Time with benefits  
**Pay range/rate:** Commensurate with experience

**Division:** Orange County Civic Engagement Table (OCCET)  
**Supervisor:** OCCET Executive Director  
**Revised:** 7/20/2021

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**Summary**

Under the supervision of the Program Director, the Campaign Coordinator will manage OCCET's capacity building and field strategy as well as work on other civic engagement programs and activities. Programs and activities include nonpartisan voter mobilization and GOTV efforts, advocacy and community organizing, leadership development, community education, and supporting the integration of civic engagement into OCCET's and partner organization's mission. The Campaign Coordinator will also work to implement a community organizing strategy and model within OCCET and its partner organizations. The Campaign Coordinator will oversee the achievement of the unit's goals and objectives; represent needs of OCCET's participants and communities as well as convey OCCET's mission and vision.

**Essential Functions**

- Create and support existing programs to integrate civic engagement and community organizing for OCCET and community partners.
- Manage and implement GOTV efforts with OCCET and its community partners including door to door canvassing, phone banking, community forums, media, etc.
- Provide regular trainings for organizations seeking to strengthen field capacity for 2021 Redistricting
- Provide coaching to organizational leads of network partners who are building their IVE infrastructure internally.
- Coordinate leadership development efforts.
- Write reports and coordinate evaluation efforts and outcomes measures.
- Provide reports to Executive Director in a timely fashion.
- Work with diverse stakeholders on issues related to immigrant rights, social and economic justice, health, housing, education, and workforce development.
- Participate in staff meetings, trainings, and supervision sessions.
- Perform any other functions as needed by management and agency.
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**Minimum Qualifications - Knowledge, Skills and Abilities Required**

- Have experience in public policy and social justice issues, especially voting rights, education, health, immigrant rights, etc.
- Experience leading voter mobilization efforts.
- Experience as a community organizer.
- Good knowledge and skills of voter mobilization technologies and databases.
- Demonstrated competence in coordination and networking with other policy agencies and systems.
- Strong organizational, writing and communication skills.
- Ability to work in diverse team of colleagues and populations.
- Must have excellent networking and communication skills.
- Must be comfortable with the philosophy and goals of OCCET.
- Ability to work some evenings, weekends.
- Current and valid California Driver's License and transportation to travel to conferences, meetings, and trainings; verification of car insurance is required.
- Verification of employment eligibility and Background Check required.
- Regular Attendance required.

**Non-Essential Qualifications**

- Experience working with underserved communities.
- Prefer individual with flexibility and initiative.
- Ability to work with diverse populations.
- The position will supervise a community organizer and possibly several volunteers.
- Some experience in developing and carrying out issue campaigns.
- Excellent organizational skills -- good attention to detail and well organized.
- Self-motivated - proven ability to work independently and in a team and to overcome obstacles.

**Supervisory Responsibilities**

This position is responsible to supervise community organizer and several volunteers as needed.

**Environmental Conditions (Working Conditions)**

The environment for this position is an office environment (may include shared space) as well as out in the field, exposed to weather conditions and noise level prevalent at the time.

**Physical Requirement**

In the course of performing this job, the incumbent typically spends time sitting, standing, driving, walking, typing, filing, listening and speaking.

**Mental Requirement**

The incumbent in this position must be able to accommodate to any/all of the following: tolerance for distractions and interruptions.

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**Agency Background:**

OCAPICA was established in 1997 as a nonprofit organization with a specialty in serving the diverse Asian American and Pacific Islander communities. Since then, OCAPICA has expanded and serves all communities, especially low income communities through several different programs in health, mental health, workforce development, policy and civic engagement, youth development, and education. OCAPICA has more than 90 employees that speak 24 languages and serve more than 40,000 community members a year.

The Orange County Civic Engagement Table (OC CET) is a project of OCAPICA, an innovative partnership of community-based organizations committed to increasing the quality, scale and effectiveness of civic participation in communities of color and among low-income populations. Participating organizations are: VietRISE, OCAPICA, OCCCO, OCLF, Resilience OC, AHRI for Justice, and California Healthy Nail Salon Collaborative.

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**Application Process**

Application deadline: Until filled.

Please e-mail or fax a cover letter, resume and 3 professional references (past supervisors including e-mail address and phone number) to: Jonathan Paik: E-mail: [jonathan@ocaction.org](mailto:jonathan@ocaction.org)

FAX: (714) 636-8354

Please ensure that the email subject has the job title: **Campaign Coordinator**

**No phone calls please.**

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*OCAPICA is an Equal Opportunity/Affirmative Action Employer*