

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

Title: Field Coordinator
FLSA: Non-exempt, Full Time with benefits
Pay range or rate: Commensurate with experience

Division: Policy
Supervisor: Program Director
Revised: April 2020

Summary

Under the supervision of the Program Director, the Field Coordinator will work with our policy team to support OCAPICA's civic engagement field strategy as well as work on other policy 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 OCAPICA's programs.

Essential Functions

- Coordinate field strategy and activities for OCAPICA's policy department.
- Recruit and support volunteers for policy activities.
- Develop and execute retention efforts to maintain and expand volunteer base.
- Establish database to record and keep up to date volunteers and contacts.
- Maintain in consistent communication with volunteers.
- Create and implement leadership curriculum to build volunteer capacity.
- Participate in strategizing for field strategies and future campaigns.
- Manage and maintain responsibility for technological materials required for field activities.
- Remain up to date on local policy landscape.
- Participate in documentation methods of field work on social media and in necessary reports.
- Participate in staff meetings, trainings, and supervision sessions.
- Perform any other functions as needed by management and agency.

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 coordinating voter mobilization efforts.
- Experience as a community organizer.
- Good knowledge and skills of voter mobilization technologies and databases.
- Strong organizational, writing and communication skills; good attention to detail.
- 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 OCAPICA.
- 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.
- Some experience in developing and carrying out issue campaigns.

Supervisory Responsibilities

This position may supervise volunteers.

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.

Agency Background:

The Orange County Asian and Pacific Islander Community Alliance, Inc. (OCAPICA) was established in 1997 with the mission to build a healthier and stronger community by enhancing the well-being of Asians and Pacific Islanders through inclusive partnerships in the areas of service, education, advocacy, organizing, and research. OCAPICA has since evolved to serve all communities especially those who are low income and underserved. OCAPICA staff speak 26 languages and serve more than 40,000 community members a year through programs in health, mental health, youth development and education, civic engagement and policy, and workforce development.

Application Process:

Application deadline: **Open until filled.**

Please e-mail or fax a cover letter, resume and 2 professional references (past supervisors including e-mail address and phone number) to:

Email: careers@ocapica.org

FAX: (714) 636-8828

Please ensure that the email subject has the job title: **Field Coordinator - Policy**

No Phone Calls Please

OCAPICA is an Equal Opportunity/Affirmative Action Employer