

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

Title: HCOP Program Coordinator

Division: Youth

FLSA: Non-Exempt, 50% FTE

Supervisor: Program Director

Pay Range or Rate: Commensurate with experience

Revised: July 28, 2021

Summary

Under the supervision and direction of the Program Director, the Program Coordinator will work collaboratively with the other program staff to coordinate all activities as it relates to fulfilling the role of Academic Advisement, Leadership Development, and Career Coordination for the North Orange County Alliance (NOCA) Health Careers Opportunity Program (HCOP) Academy and related youth development programs. This includes, but is not limited to, onsite coordination of the after school NOCA HCOP Academy, supervision of day to day activities, coordination of program activities and strategies, coordination of summer program activities, documentation and evaluation, and other administrative and programmatic duties as necessary. The Program Coordinator will take lead in providing academic advisement, leadership development, career coordination and support to students of the program, curriculum development, linking high school students to career and community resources, assisting with evaluation and assessment, developing ongoing presentations and trainings for students, and checking in and providing support to the high school, students, and program partners.

Essential Functions

90% Program

- Assist with coordination of NOCA HCOP Academy fellowship for junior and senior students and families. This includes but is not limited to facilitating workshops, meeting one-on-one with students, providing after-school support and activities, college application assistance and Financial Aid support, research and community engagement planning, coordination, and execution etc.
- Weekly/Daily check-in with students to ensure students remain on track for fellowship track and identified health career interest.
- In some cases, provide additional college preparation-case management services to students. This may include: FAFSA application assistance, college application assistance, understanding college structures and life, community service learning, and other education related needs as expressed by the students and/or family.
- Provide early exposure activities to allied and other health career fields (e.g. workshops, panelist, field trips, etc.).
- Promote successful college preparedness and application to CSUF, community colleges, and other local colleges.
- Assist in outreach and education on allied and other health profession careers to high school students in North Orange County region.
- Participate in staff meetings, trainings, workshops and outreach events as time and availability permits.

10% Administration

- Assist with maintaining OCAPICA student database.
- Maintain timely and accurate documentation of contact made with parents and families of the students we serve.
- Collaborate effectively with other community organizations, youth programs, local institutions of education and other related partners as necessary to complete the requirements of this job.
- Regular attendance required.
- Other duties assigned.

Minimum Qualifications - Knowledge, Skills and Abilities Required

- Must have experience with community based participatory research methods and applications.
- Must have knowledge and experience in community organizing, leadership development, and social justice grassroots efforts.
- Must have related community experience coordinating education, career, or college prep programs.
- Must have excellent program coordination, networking, and communication skills.
- Ability to multi-task and manage multiple activities concurrently.
- Demonstrated knowledge and sensitivity to the communities of color, immigrant and refugee communities, and ethnic youth and their families.
- Must be comfortable working in a team environment.
- Ability to work evening, overtime, and weekends may be required.
- Valid and current California Driver License and proof of car insurance and reliable transportation to travel to conferences, meetings, and trainings.
- Verification of employment eligibility and Background Check.

Non-Essential Qualifications - Knowledge, Skills and Abilities

- Experience working for or with community based nonprofits.
- Experience working with at-risk, high needs youth and young adults.
- Understanding of cultural issues and dynamics.
- Understanding of immigrant and refugee cultural issues and dynamics.
- Understanding of child and transitional age youth developmental issues.
- Prefer individual with flexibility and initiative.
- Ability to work independently.

Supervisory Responsibilities

This position does not require supervision of any paid staff. However, this position may entail supervision of volunteers.

Environmental Conditions (Working Conditions)

The environment for this position is an office environment (may include shared office space), and community (field) based settings. Driving in all weather conditions required.

Physical Requirements

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

Mental Requirements

The incumbent in this position must be able to accommodate to any/all of the following: tolerance for distractions and interruptions. Uncontrollable changes in priorities/work schedules; be able to process information, think, and conceptualize.

Application Process:

Application deadline: 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: John Gutierrez

E-mail: jgutierrez@ocapica.org

FAX: (714) 636-8828

Please ensure that the email subject has the job title: HCOP Program Coordinator

No Phone Calls Please

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 100 employees that speak 26 languages and serve more than 40,000 community members a year.

***Orange County Asian and Pacific Islander Community Alliance, Inc. (OCAPICA) is an
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