

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

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**Title:** Program Coordinator

**Division:** Mental Health – Stop the Hate  
(AAAJ/Kaiser)

**FLSA:** Non-Exempt

**Supervisor:** Program Manager

**Pay range or rate:** Commensurate with experience  
Full time with comprehensive benefits

**Revised:** June 2022

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**Summary**

OCAPICA will address mental health equity and integrating racial trauma and healing in mental health systems serving AAPI community members impacted by anti-Asian hate during the pandemic. The goal of the program is to address trauma from racism and discrimination. The program will employ strategies including: 1) community education, mobilization, and coalition building; 2) direct services in mental health; and 3) advocacy and policy effort for systemic change.

Under the supervision of the Program Manager and working closely with the Executive Director, the Program Coordinator will work in a team to provide support in implementing campaigns on anti-Asian prevention, hate incidents and hate crimes, and providing resources and services for victims of hate. Coordinate trainings for staff and community partners. Coordinate a training program for Community Champions. Provide administrative support including, reporting, evaluation, and any other needed duties.

**Essential Functions**

**100% Program**

- Coordinate the implementation of anti-Asian hate campaigns this includes conducting education, community mobilization, social and ethnic media campaigns, youth education and training, etc.
- Coordinate educational workshops, community events, and gatherings.
- Coordinate a longer term training program to develop anti-hate advocates.
- Work closely with community partners and anti-hate resources to coordinate efforts.
- Perform any other functions as needed by management and agency.

**Minimum Qualifications - Knowledge, Skills and Abilities Required**

- Bachelor Degree in related field.
- Bilingual/Bicultural preferred
- Have at least two years of experience in working with diverse communities.
- Must have excellent networking and communication skills.
- Must be comfortable with the philosophy and goals of OCAPICA.
- Must be comfortable working in a team environment.
- Must have a valid and current California driver license, car insurance and reliable transportation, verification of car insurance is required. Proof must be submitted.
- Verification employment eligibility and Background Check required.
- Ability to work in multidisciplinary team of care including peers, consumers, and families.
- Ability to work with diverse community partners.
- Regular attendance required.

**Non-Essential Qualifications – Knowledge, Skills and Abilities**

- Ability to work independently.
- Experience in nonprofit administrative and financial compliance.
- Demonstrated knowledge and sensitivity to various cultures and underserved youth and their families. Must be comfortable working in a team environment.
- Prefer individual with flexibility and initiative.
- Ability to work weekends, overtime, and holidays when necessary

**Supervisory Responsibilities**

This position may supervise 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 Requirement**

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 Requirement**

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.

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**Application Process**

Please e-mail or fax a cover letter, resume and 2 professional references (past supervisors including e-mail address and phone number) to: [careers@ocapica.org](mailto:careers@ocapica.org)

Please ensure that the email subject has the job title: **Stop the Hate Program Coordinator**

**No Phone Calls Please**

Application deadline: Open until filled.

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**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.

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***Orange County Asian and Pacific Islander Community Alliance, Inc. (OCAPICA) is an  
Equal Opportunity/Affirmative Action Employer***