

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

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**Title:** Program Coordinator (Bilingual Spanish)  
**FLSA:** Non-exempt, Full Time with benefits  
**Pay range or rate:** \$25-\$27 per hour

**Division:** Youth  
**Supervisor:** Program Manager  
**Revised:** August 2023

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**Summary**

Under the supervision and direction of the Program Manager, the Program Coordinator will work collaboratively with department staff to coordinate all activities as it relates to youth leadership development, specifically regarding LUNA - OCAPICA's Youth Suicide Prevention Media & Outreach Program. This includes but is not limited to onsite coordination of youth development activities, supervision of day to day program activities, coordination of program activities and strategies, documentation and evaluation, and other administrative and programmatic duties as necessary. In addition, the Program Coordinator will recruit, train, and coordinate volunteers and/or interns for the program.

**Essential Functions**

- Works as a team to develop, coordinate, and implement youth leadership-development activities.
- In partnership with Anaheim Union High School District and Santa Ana Unified School District staff, work to develop mental health awareness and behavioral health resources navigation campaign
- Recruit and work with Junior High and High School youth to develop social/ethnic media campaign related to suicide prevention, and access to school and community mental health services and resources. .
- Train youth on mental health topics, wellness, peer support, mentoring and campaign messaging
- Assist youth with hosting Suicide Prevention and mental health trainings for peers, teachers, administrators, and parents/families..
- Supervise the program implementation, students, and any interns/volunteers.
- Assist in evaluation and assessment of the program.
- Collaborate effectively with community organizations, school districts, administration and students, and other OCAPICA program staff to establish continuity of program services with attention to cultural relevance and competency.
- Weekly check-ins with students to ensure students are receiving support with their identified goals and development.
- Participate in staff meetings, trainings, workshops and outreach events.
- Maintain reporting and documentation requirements.
- Assist with other duties as they relate to the program or agency

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

- Bachelor's degree and minimum one-year experience in youth programs; or commensurate professional and life experience will be considered.
- **Bilingual in Spanish is required**
- Strong organizational, writing and communication skills; good attention to detail.
- Ability to work in diverse team of colleagues and communities.
- 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 partnering with underserved communities.
- Prefer individual with flexibility and initiative.
- Ability to work with diverse populations.
- Understanding of child and transitional age youth developmental issues.
- Must be comfortable working in a team environment.
- Excellent networking and communication skills (verbal and written).

**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.

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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. 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.

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**Application Process**

Application deadline: **Open until filled.**

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

FAX: (714) 636-8828

Please ensure that the email subject has the job title: **Program Coordinator - Youth**

No Phone Calls Please

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