

ORANGE COUNTY ASIAN AND PACIFIC ISLANDER COMMUNITY ALLIANCE
OCAPICA
JOB ANNOUNCEMENT

Title: Program Coordinator
FLSA: Non-Exempt, Full time
Pay Range or Rate: \$23-\$25 per hour

Division: Health/Youth
Supervisor: Program Director
Revised: August 23, 2023

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 COVID-19 Workers Rights Outreach, Education, and Navigation project with UCLA and in partnership with community organization partners serving the Asian American, Native Hawaiian, and Pacific Islander (AANHPI) community in the county. This includes, but is not limited to, coordination of COVID-19 education materials review, translation, and dissemination; outreach strategies with partner organizations; education approaches in workplaces/communities; referral, linkage, and navigation of resources, and other administrative and programmatic duties as necessary. The Program Coordinator will take lead in coordinating partners, communications, resources, and activities to achieve project goal of providing the AANHPI community with COVID-19 information, support, and resources.

Essential Functions

90% Program

- Assist with coordination of outreach, education, and navigation activities with partners through planning, coordination, and execution.
- Weekly/Daily check-in with partners to ensure support is provided for workplan execution.
- Conduct outreach and education in the community via tabling, presentations, and door to door canvassing
- Coordinate regular partner meetings which may include scheduling, agenda development, taking notes, facilitation, and follow-ups.
- Coordinate educational materials review process with partners to include content alignment, language coverage, cultural appropriateness, and widespread dissemination of materials.
- Coordinate and assist in assessment development and dissemination through partners.
- Identify education needs and approaches for indicated community, develop education strategies, and assist in development and execution of education strategies alongside partners.
- Compile resources and coordinate referrals and linkages to appropriate providers.
- Participate in staff meetings, check-ins with supervisor, trainings, workshops and outreach events as time and availability permits.

10% Administration

- Assist with maintaining and tracking project activity outcomes.
- Assist with tracking and following up with partners for project activity outcomes and reporting.
- Maintain timely and accurate documentation of all project activities.
- Collaborate effectively with other community organizations, clinics, health agencies, 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 knowledge and experience in public health, community outreach, health education, and/or coalition building.
- Must have knowledge of social determinants of health, socio-ecological model, and related public health principles.
- Must be familiar with, or understanding of, Asian American, Native Hawaiian, and Pacific Islander communities.
- Must have related community experience coordinating health education and prevention programs.
- Must have excellent program coordination, networking, and communication skills.
- Ability to multi-task and manage multiple activities concurrently.
- Demonstrated knowledge and sensitivity to communities of color, immigrant and refugee communities, communities with limited English language skills, and communities vulnerable to COVID-19.
- 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 Asian and Pacific Islander populations.
- Understanding of cultural issues and dynamics.
- Understanding of immigrant and refugee cultural issues and dynamics.
- 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.

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 two professional references (past supervisors including e-mail address and phone number) to: careers@ocapica.org

FAX: (714) 636-8828

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

No Phone Calls Please

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