

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

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**Title:** Program Supervisor  
**FLSA:** Non Exempt, Full Time with Benefits  
**Pay Range or Rate:** Commensurate with experience

**Division:** Policy/Civic Engagement  
**Supervisor:** Program Director  
**Revised:** May 24, 2021

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**Summary**

Under the supervision of the Program Director, the Program Supervisor will provide leadership and support in the policy and civic engagement department including leading redistricting, policy advocacy, and nonpartisan voting efforts. Other activities include racial justice education, leadership development programs for youth, coalition building and development, education promotion, and any other related activities and duties as necessary.

**Essential Functions**

**Program (75%)**

- Ensure successful implementation, evaluation, and compliance with programs and activities related to policy including civic engagement, leadership and coalition building, census, redistricting, and other policy related activities and programs.
- Participate and/or lead meetings, trainings, and partnership gatherings hosted by policy team.
- Lead partnerships and coalition meetings with understanding of political relationships between OCAPICA and external partners.
- Maintain in consistent communication with partners and manage administrative duties of coalition including updating the listserv, notetaking, coordinating necessary meetings with partners/consultants, etc.
- Serve as the primary point of contact on behalf of OCAPICA in communication with legislators, partners, media, etc. and make public statements when necessary.
- Develop and execute successful work plans which includes garnering input from all involved parties (managers, directors, staff, volunteers), maintaining consistency in recording measures, ensuring communication of progress to stakeholders, and contributing to reporting for funders.
- Develop and lead the issues-based advocacy projects and find creative methods of engaging community members in pertinent legislative issues.
- Manage a team of interns, volunteers, and staff by working with individuals to develop leadership skills one-on-one and providing trainings and development opportunities for team.
- Clearly communicate goals and expectations to staff and partners.
- Delegate responsibilities and roles effectively.
- Provide support to staff projects including fieldwork and policy advocacy.
- Lead internal staff development alongside other supervisors including planning and facilitating staff meetings, managing communication and collaboration with staff, leveraging resources across programs.
- Plan for engagement opportunities with community members in key regions of Orange County.
- Respond to current policy events with public statements, partnered events, etc.
- Other program duties as required.

**Administration and Operations (25%)**

- Manage monthly internal reporting archive with the Policy and Civic Engagement team.
- Coordinate all volunteer and internship paperwork as needed.
- Participate in research projects and collect disaggregated data in addition to narratives.
- Understand and apply OCAPICA philosophy, mission, and goals to differing grants.
- Develop budgets and keep track of budgets with Policy Manager.

- Support compliance with grant requirements including, reporting, budgeting, and other administrative and fiscal requirements.
- Other administration and operations duties as required.

### **Minimum Qualifications – Knowledge, Skills and Abilities Required**

- At least two years of experience coordinating programs, activities, community events, and meetings.
- Excellent program development, implementation, and evaluation skills.
- Some experience in fieldwork and policy advocacy.
- Excellent communication and networking skills (verbal and written) in addition to excellent listening skills.
- Confidence in leadership abilities.
- Ability to problem solve and compromise well.
- Must be comfortable with the philosophy and goals of OCAPICA.
- Must have an understanding of the Orange County and Asian American and Pacific Islander communities.
- Must have an awareness of current political issues on a federal, statewide, and local level.
- Bachelor degree or higher, or equivalent experience.
- Current and valid California Driver's License, proof of auto insurance, and reliable transportation.
- Ability to do some travel for conferences, meetings, and trainings.
- Verification of employment eligibility, and background clearance required.

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

- Ability to work independently.
- Demonstrated knowledge and sensitivity to diverse communities including, underserved youth and their families and individuals beyond the Asian American and Pacific Islander populations.
- 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 supervises coordinators, interns, and 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.

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**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](mailto:careers@ocapica.org)

FAX: (714) 636-9095

Please ensure that the email subject has the job title: **Program Supervisor - Policy**

**No Phone Calls Please**

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