

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

---

|   |   |
|---|---|
| <b>Title:</b> Program Supervisor  | <b>Division:</b> Policy – Stop the Hate Regional Lead |
| <b>FLSA:</b> Non-Exempt   | <b>Supervisor:</b> Program Director                   |
| <b>Pay range or rate:</b> Commensurate with experience<br>Full time with comprehensive benefits | <b>Revised:</b> June 2022                             |

---

**Summary**

OCAPICA is the Regional Lead for Orange County and the Inland Empire for the California Stop the Hate (STH). The STH program is funded by the California Department of Social Services in partnership with the California Commission on Asian Pacific Islander American Affairs. The STH program came from the Asian and Pacific Islander American Legislative Caucus and the AAPI Equity Fund

Under the supervision of the Program Director and working closely with the Executive Director, the Program Supervisor will work in a team to help coordinate and develop a network of anti-hate efforts with community based partners and subgrantees. The Program Supervisor will support in identifying training, coordinating with subgrantees and other community partners, developing education materials, completing reporting requirements, working with other departments regarding anti-hate efforts, and build capacity of community partners.

**Essential Functions**

**100% Program**

- Coordinate with the regional subgrantees to build a anti-hate resource network for hate incident and crime prevention as well as resources for victims' assistance.
- Complete needed reports and evaluation.
- Provide capacity building for subgrantees and partners.
- Recruit, train, and supervise volunteers.
- Promote, market, and post program activities and events through various social media outlets and work closely with the ethnic media.
- Participate in staff meetings, trainings, case conferences, and supervision sessions.
- Work closely and coordinate with mental health team to ensure direct mental health services is available for community members.
- 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
- Must have at least two years of program training and supervision of staff and intern(s) experience
- 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 supervises assigned staff and interns and volunteers as needed.

**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.

---

**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 Supervisor**

**No Phone Calls Please**

Application deadline: Open until filled.

---

**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.

---

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