

ORANGE COUNTY ASIAN AND PACIFIC ISLANDER COMMUNITY ALLIANCE
OCAPICA
JOB ANNOUNCEMENT

Title: Stop The Hate Program Manager	Division: Policy & Civic Engagement
FLSA: Exempt, Full Time with Benefits	Supervisor: Executive Director
Pay Range or Rate: \$74,880-\$83,200	Revised: December 2023

Summary

In 2022, the Orange County Asian & Pacific Islander Community Alliance was awarded a 30-month grant from the State of California's Department of Social Services to serve as regional lead for the [Stop the Hate grant program](#). As regional lead, OCAPICA distributes Stop the Hate funds to organizations that were selected by the State as "Program Service Providers" to provide direct services, prevention services, and/or intervention services in the anti-hate space. These program service providers serve a variety of impacted communities across Orange County and Inland Empire Counties including AAPI, LGBTQ+, and immigrants and refugees. OCAPICA hosts quarterly gatherings with the service provider grantees to share information and provide relevant training along with programming as determined by the regional cohort. OCAPICA provides regular reports, as required by the State, on all regional Stop the Hate activities. The Stop the Hate Program Manager will work closely with the OCAPICA Policy team, other members of the OCAPICA staff and interface the 20+ Stop the Hate subgrantee organizations, partner organizations, funders, consultants, and vendors.

Under the supervision of the Executive Director, the Stop the Hate Program Manager will lead the implementation of the Stop the Hate funding initiative for the Orange County and Inland Empire Regions, which includes the Transformative Grant Program. The Stop the Hate Program manager is a full time position whose primary role is to liaise with the nonprofit service providers and the grantor (State of California Department of Social Services), in addition to the statewide Regional Lead cohort and ensure timely and complete reporting on this grant. The Stop the Hate Program Manager is supported administratively by the Policy Coordinator.

The ideal candidate possesses excellent written, oral, critical thinking, and organizational skills, and has managerial experience in a nonprofit environment. Experience and knowledge of issues impacting Asian American and Pacific Islander (AAPI) communities and current events is essential. This is an opportunity to work with a small, close-knit team in a values and mission-driven environment. The position is currently a hybrid working schedule, though this can be subject to change. Our office is in Garden Grove, CA.

Essential Functions

Administration of Stop the Hate and Transformative Grants

Support program service providers (PSPs) through convenings and individual support

- Serve as primary liaison to program service leads, including communications and reporting support.
- Keep program service leads advised of all tracking and reporting requirements and provide support to develop and maintain systems to collect and submit qualitative and quantitative data.
- In consultation with OCAPICA Executive Director, ensure submission of quarterly reports to State by or before deadlines
- Plan and execute quarterly convenings with program service leads, including logistics and speakers/workshops, based on grant and program service lead needs.
- Travel within Orange County and to/from Inland Empire, as needed
- Maintain a resource database for PSPs in order to disseminate programmatic support documents provided by the State of California.
- Advocate with CDSS for needed changes to ensure effective reporting and support to program service providers to maximize positive impact of grant.
- Support the sustainability of OCAPICA anti-Hate programming through fundraising and sustainability planning

Fulfill grant obligations to State of California Department of Social Services (CDSS) and maintain strong positive relationships with CDSS, Regional Leads, Commission on Asian Pacific Islander American Affairs, and Asian Pacific Islander Equity Budget legislators.

- Participate in State-wide convenings, approximately quarterly
- Participate in Regional Lead monthly meetings and additional planning meetings for statewide convenings
- Participate in meetings with state legislators as requested by State and statewide partners.
- Participate in conferences and briefings that are connected to this grant to build out the network and develop a body of knowledge to share with regional funders, PSPs, and local government.

Programmatic support and capacity building for community partners and OCAPICA team

Provide program service providers with customized support

- Provide capacity building with identified topics by service providers.
- Facilitate quarterly coverings for cohort
- Identify regional needs in OC and IE and work closely with PSPs to facilitate development and implementation of regional Stop the Hate goals
- Facilitate and track grant progress of OCAPICA inter-departments

Advance the anti-hate objectives of this grant through deep connection to impacted communities and allies

- Strive to maintain meaningful relationships with all program service leads and, to the extent possible, understand the circumstances that they seek to address and the communities they support.
- Support and facilitate collaboration and knowledge sharing with community organizations who meet the scope of work through this grant and were not funded, in order to address any regional gaps in services and programs.
- Interface with community partners to further Regional Lead goals, including County-wide events, coalition participation and collaborative projects related to multi-racial allyship, racial trauma and healing and systems-change strategies

Minimum Qualifications - Knowledge, Skills and Abilities Required

- Strong commitment to the mission and values of OCAPICA.
- 3-5+ years of relevant experience in program management or implementation of a service delivery model in a nonprofit or community-based settings.
- Strong verbal and written communication skills.
- Comfortable presenting to internal and external audiences.
- An excellent writer who pays close attention to details.
- Strong critical-thinking and problem-solving skills, with the ability to identify local and long-term impacts simultaneously.
- Exceptional ability to learn quickly and thrive in making change.
- Creative problem solver, thoughtful, discerning, and able to communicate ideas in a manner that is both constructive and respectful.
- Supportive and flexible as priorities change and/or new challenges emerge.
- Ability to not be overwhelmed by great complexity and large volume. The ability to manage multiple moving parts simultaneously
- Experience in public policy and social justice issues, especially voting rights, education, health, immigrant rights, etc.
- 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.
- Other duties as needed.

Non-Essential Qualifications - Knowledge, Skills and Abilities

- Experience working with underserved communities.
- Prefer individual with flexibility and initiative.
- Ability to work with diverse populations.

- Excellent organizational skills--good attention to detail and well organized.
- Self motivated-proven ability to work independently and in a team and to overcome obstacles

Environmental Conditions (Working Conditions)

The environment for this position is an office environment (may include shared space) as well as community based, 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; uncontrollable changes in priorities/work schedules; be able to process information, think and conceptualize.

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: careers@ocapica.org

FAX: (714) 228-9795

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

No Phone Calls Please

Agency Background

OCAPICA was established in 1997 as a nonprofit organization with a specialty in serving the diverse Asian American and Pacific Islander communities. Since then, OCAPICA has expanded and serves all communities, especially low income communities through several different programs in health, mental health, workforce development, policy and civic engagement, youth development, and education. OCAPICA has more than 90 employees that speak 24 languages and serve more than 40,000 community members a year.

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