

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

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**Title:** Program Coordinator  
**FLSA:** Non-exempt, Full Time with benefits (.75 FTE)  
**Pay range or rate:** Commensurate with experience

**Division:** Youth  
**Supervisor:** Program Manager  
**Revised:** June 2022

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**Summary**

Under the supervision and direction of the Program Director, the Program Coordinator will work collaboratively with department staff to coordinate all activities as it relates to youth leadership development and youth health programming. 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. The Program Coordinator will support the development of young leaders to focus upon education, economic, health, racial, and other justice issues for low income communities. Activities will include, leadership development, integrated voter engagement, community organizing, career pathways, academic support, policy and advocacy, and other support for youth and their families. In addition, the Program Coordinator will recruit, train, and coordinate volunteers and interns for the program.

**Essential Functions**

- Works as a team to develop, coordinate, and implement youth leadership development and youth health programming activities. Activities focus upon supporting young leadership to make systemic and transformative change towards social justice issues while also providing support towards career pathways, academic achievement, and access to economic, health, housing, and racial equity.
- Supervise the program implementation, students, interns and volunteers.
- Lead team in ongoing curriculum development that integrates leadership development, health equity, social justice issues, opportunities out of poverty, etc.
- Assist in evaluation and assessment of the program.
- Support the development of a Youth Leadership Advisory Council and providing other leadership and policy change opportunities for youth.
- 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 supported in 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.
- 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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**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: **YOUTH Program Coordinator**

**No Phone Calls Please**

Application deadline: Open until filled.

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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.

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