

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

Title: Program Coordinator	Division: Behavioral Health
FLSA: Non-Exempt, Full time with benefits	Supervisor: Program Director
Pay Range or Rate: \$30 - \$32 Commensurate with experience	Revised: September 2024

Summary

Under the supervision and direction of the Program Director, the Program Coordinator will work collaboratively with different Behavioral Health programs and administrative staff to coordinate various activities as it relates to community outreach, training/education, and meeting/advocacy. This includes, but is not limited to, coordination of behavioral health activities and strategies, coordination of offsite education/training activities, documentation and evaluation, complete necessary administrative duties.

Essential Functions

- Coordination of different behavioral health outreach events, including education, advocacy and training activities that encourage transformation change.
- Facilitate meetings with stakeholders to identify most critical needs of focus populations, and advocate for services based on identified needs.
- Conduct and implement outreach and engagement strategies through activities and events such as roundtables, workshops and focus groups.
- Participate in local, statewide, and national networking and partnership coalitions as necessary.
- Foster collaboration between community organizations, participants, peer-based service and support to equip appropriate members with the tools needed to advocate at different levels.
- May coordinate development of mental health services data and information.
- Participate in staff meetings, trainings, and conferences.
- Maintain timely and accurate documentation of contact made with focus populations and providers.
- Collaborate effectively with other community organizations, programs, local and state partners as necessary to complete the requirements of this job.
- Regular attendance required.
- Perform any other functions as needed by management.

Minimum Qualifications - Knowledge, Skills and Abilities Required

- Bachelor degree or related experience with 1–3 years' experience in behavioral health setting/community-based organization.
- Must have knowledge and experience in community organizing, program development, behavioral health, immigrant rights, etc.
- Must have related community experience coordinating education, outreach/engagement activities, and groups facilitation.
- Must have excellent program coordination, and networking skills.
- Ability to multi-task and manage multiple activities concurrently.
- Strong organizational, writing, and communication skills; good attention to detail.
- Demonstrated knowledge and sensitivity to the cultures of immigrants, refugees, and their families
- Demonstrated knowledge and sensitivity to priority populations including racial/ethnic minorities, LGBTQ+ communities, interfaith
- Must be comfortable working in a team environment.
- Ability to work evening, overtime, and weekends when needed.
- 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.

Desired Qualifications - Knowledge, Skills and Abilities

- Bicultural and bilingual preferred.
- Experience working with diverse communities.
- Prefer individual with flexibility and initiative.
- Ability to work independently.

Supervisory Responsibilities

This position does not require supervision of any paid staff.

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.

Application Process:

Application deadline: **Until filled.**

Please e-mail a cover letter, resume and 2 professional references (past supervisors including e-mail address and phone number) to careers@ocapica.org

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

Agency Background:

The Orange County Asian and Pacific Islander Community Alliance (OCAPICA) is a nonprofit community-based organization serving over 80,000 community members on an annual basis in more than 20 different languages throughout Orange County. Program areas include, health, mental health, workforce development, civic engagement and policy, youth leadership development and education, and housing. Founded in 1997 to serve low-income Asian Americans and Pacific Islanders, OCAPICA has since evolved to serve all communities in need. OCAPICA is mainly grant funded through government and private foundation grants.

OCAPICA is an Equal Opportunity/Affirmative Action Employer