

## SPECIAL SERVICE FOR GROUPS

<b>Title:</b> Community Engagement Coordinator	<b>Division:</b> APIFM
<b>FLSA:</b> Non-Exempt, Full Time (40 hrs/wk)	<b>Supervisor:</b> Program Manager
<b>Pay Rate:</b> \$22.00/hr with benefits	<b>Revised:</b> 04-08-22

### Summary

Asian Pacific Islander Forward Movement (APIFM) is a division of Special Service for Groups (SSG), a non-profit health and human service organization dedicated to building and sustaining community-based programs that address the needs of vulnerable communities. APIFM's mission is to cultivate healthy, long-lasting, and vibrant Asian and Pacific Islander communities through grassroots organizing.

APIFM is seeking a bilingual (English/Cantonese) Community Engagement Coordinator (CEC) to lead community engagement and outreach work in Chinatown and the West San Gabriel Valley (WSGV). The work in Chinatown will be focused on engaging seniors and low-income families in language around physical activity through a Tai Chair program and fresh food distribution through a mobile produce pantry, emergency CSA, and local corner store outreach. The work in the WSGV will focus on engaging communities in language about the key environmental justice issues surrounding air, land, water, and climate change in the region. APIFM is also collaborating with a diverse coalition of partners to outreach, inform, and connect qualified residents to benefits programs such as CalFresh, also known as the Supplemental Nutrition Assistance Program (SNAP), to ensure that APIs and other communities of color are able to access healthy and nutritious food and other health supporting programs.

Under direct supervision from the APIFM Program Manager, the CEC will coordinate Tai Chair, the mobile pantry, and corner store outreach work in Chinatown. In addition, the CEC will be present at APIFM community events such as food distributions, physical activity workshops, community tabling events/fairs, and other community meetings to support the resource and referral needs of limited English proficient community members.

### Essential Functions

- Plan, coordinate, and implement physical activity and healthy food distribution programming in Chinatown.
- Develop outreach and education materials into culturally responsive and plain language flyers, infographics, and social media content.
- Identify community based sites for outreach, and meet with the site hosts for permission to conduct outreach and education (such as libraries, grocery stores, senior centers, schools, and faith based institutions).
- Plan and implement educational/outreach workshops, as well as actively participate in meetings, and events to inform and engage residents in language about issues of food and environmental justice impacting the community.
- Refer community members who qualify for CalFresh and other benefit programs to qualified enroller organizations to help them enroll into the program. Follow up to ensure that enrollment has been completed.
- Attend APIFM community events to meet with and support resource and referral needs of limited English proficient community members.
- Develop and maintain relationships with local organizations, community members, volunteers, and other key stakeholders.
- Work with Communications Coordinator to develop educational campaigns for social media.

*Special Service for Groups is an Equal Opportunity/Affirmative Action Employer*

- Work with Program Manager to report on program progress, collect community feedback, evaluate program impact, and share where additional support is needed

### Secondary Functions

- Evening and weekend work may be required.

### Minimum Qualifications - Knowledge, Skills and Abilities Required

- Must be able to communicate fluently in English as well as Cantonese.
- Must be able to work effectively both independently and with a team.
- Must have excellent communication, public speaking, organizational, and interpersonal skills, with the ability to work with diverse groups and individuals, including community members, volunteers, and staff at various partner agencies.
- Must be an excellent writer with the ability to convey complex messages, information, and data/research in simple language that is easy to understand.
- 1 year of experience working with low-income API communities on food and environmental justice outreach and education.
- A Bachelor's Degree in the field of Nutrition, Public Health, Sociology or a related field.
- Fully COVID-19 vaccinated (must provide valid proof of vaccination)
- Valid CA Driver License, proof of car insurance, and reliable form of transportation.
- Verification of employment eligibility and background check required.

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

- Ability to read and write in Traditional and/or Simplified Chinese is preferred.
- Prior knowledge of public benefit programs such as CalFresh and Medi-Cal is a plus.
- Proficiency in Microsoft office, G Suite, Canva, and Adobe Suite is a plus.
- ServSafe or equivalent basic food handler's certification is a plus.

Supervisory Responsibilities: None

### Environmental Conditions (Working Conditions)

- Exposed to high levels of vehicular traffic (cars, trucks, and buses)
- Exposed to weather conditions prevalent at the time,
- Exposed to high noise levels (street and traffic noise)
- Exposed to physically demanding situations (specifically the lifting of heavy produce boxes and coolers)
- Exposed to mentally demanding situations (including but not limited to: emergency situations, accidents, and stress)

### Physical Requirements

Typically spends time sitting, standing, walking, driving, carrying (max. 20lbs), listening, speaking.

### Mental Requirements

Must be able to handle any/all of the following: constant distractions, interruptions, uncontrollable changes in priorities/work schedules; be able to process information, think, and conceptualize.

### **How to Apply:**

To apply for this position, please submit your resume and cover letter explaining your interest and qualifications to [info@apifm.org](mailto:info@apifm.org) with the subject heading: "Community Engagement Coordinator - Your Name." This position is open until filled.