

SPECIAL SERVICE FOR GROUPS

Title: Community Engagement Coordinator
FLSA: Non-Exempt, 30 to 40 hours/week
Pay Range: \$20 to \$22/hr with benefits

Division: APIFM
Supervisor: Program Manager
Revised: 1/31/23

▪ 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 (API) communities through community centered engagement, education and advocacy.

APIFM works to ensure that API communities have access to green space, safe environments, and opportunities to engage with nature. Since 2013, APIFM has been at the forefront of advocating for cleaner air in the San Gabriel Valley. Our [Clean Air SGV](#) program works to educate, engage, and empower local Alhambra and Monterey Park residents about air quality impacting the communities' health while our [Water is Life](#) program focuses on informing, engaging and spurring community action for water conservation and capture. In addition, APIFM is part of the Nature for All (N4A) coalition which is advocating for the passage of the [PUBLIC Lands Act](#) and the protection of the San Gabriel Mountains. N4A activities include hosting nature hikes, workshops and uplifting of API nature stories.

Building on this work, the Community Engagement Coordinator (CEC) will support community engagement, outreach and education in the San Gabriel Valley (SGV), especially among youth, immigrant, and limited English proficient residents. The CEC is supervised by APIFM's Sustainable SGV (SSGV) Program Manager and will work closely with the SSGV team.

▪ Essential Functions

- Support the planning and implementation of APIFM SSGV programs that focus on air, land and water including:
 - Engagement with community members & partners in the West San Gabriel Valley, especially high school youth through meetings, activities and workshops on environmental justice issues.
 - Increasing support for nature conservation by expanding access to natural spaces through the coordination of group hikes in the San Gabriel Mountains and through educational activities and workshops.
 - Developing and maintaining relationships with residents, businesses, and organizations to inform, recruit and host PurpleAir sensors to understand local air quality.
 - Maintaining a current list of these PurpleAir sensor hosts and assisting with data collection and analysis.
- Create culturally responsive flyers, infographics, and educational material based on program needs.
- Work with Communications Coordinator to develop educational campaigns for social media.
- Work with Co-Directors and SSGV team to determine where additional support is needed.

▪ Secondary Functions

- Evening and weekend work may be required.

▪ Minimum Qualifications - Knowledge, Skills, and Abilities Required

- A Bachelor's Degree in the field of public health, public policy, environmental science, or a related field, or comparable work experience in a relevant field.

- Bilingual in Mandarin, Cantonese, or Vietnamese.
 - Must be an excellent writer with the ability to convey complex messages, information, and data/research in simple language that is easy to understand.
 - Must be a self-starter and possess excellent communication, 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 able to work effectively independently and in a team.
 - Must be knowledgeable and confident with broadband wireless routers, Wi-Fi configuration, online registration systems, and technical assistance/troubleshooting
 - Verification of employment eligibility and background check required
 - Valid CA Driver License, proof of car insurance, reliable transportation
 - Fully COVID-19 vaccinated (must provide valid proof of vaccination and booster)
- Non-Essential Qualifications - Knowledge, Skills, and Abilities
 - Prior experience working in public or environmental health
 - Prior experience conducting community outreach in low-income, multiracial neighborhoods
 - Prior experience with large scale data collection/analysis, MS Excel or Access, and R-code is highly preferred
 - Supervisory Responsibilities
None
 - Environmental Conditions (Working Conditions)
Office/community org/public environment. Most PurpleAir installations will take place at a private residence or commercial/office location. Noise level may range from minimal to loud. May be exposed to weather conditions during the process of promotional or program activities.
 - Physical Requirements
Typically spends time sitting, standing, walking, driving, carrying (max. 20lbs), listening, and 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 with the subject heading: "Community Engagement Coordinator - Your Name." This position is open until filled.

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Leave this section for hiring.....

I have been given a copy of this Job Description. I understand that I may be asked to perform duties not listed on the description and that management may change this position description at any time, according to Agency needs.

Employee' Signature

Date

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