

SPECIAL SERVICE FOR GROUPS

Title: Program Coordinator

Division: APIFM

FLSA: Non-Exempt, 40 hours/week

Supervisor: Program Manager

Pay Range or Rate: \$25.00/hr plus benefits

Revised: N/A

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's Sustainable San Gabriel Valley (SSGV) program directly engages with community members to raise awareness and take action on local environmental justice issues including air, water, land, and climate. 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.

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

Essential Functions

- Effectively plan, implement, coordinate, and evaluate the Clean Air SGV program including the core elements outlined in community Air Monitoring Plan.
- Serve as the main liaison between APIFM and our institutional research partners including the University of Southern California's Southern California Environmental Health Science Center (USC SCEHSC) and Claremont McKenna's Robert's Environmental Center (CMC REC)
- Build and participate in coalitions with other environmental justice organizations that work on air quality in the South Coast region.
- Conduct educational/outreach workshops, meetings, and events to inform and engage residents about air and other environmental justice issues impacting the community.
- Strategize with the SSGV team to identify and coordinate intersecting environmental issues such as water capture/conservation, park equity, public lands protection, active transportation, climate resiliency, and youth engagement.
- Create culturally responsive flyers, infographics, and educational material based on program needs.
- Work with Communications Coordinator to develop educational campaigns for social media.
- Collaborate with the APIFM Co-Directors and SSGV Program Manager to develop and submit grant reports and financial documentation.
- 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 Graduate degree in Public Administration, Public Health, Public Policy, or Environmental Science, or a Bachelor's Degree with a minimum of 2-years work experience.
- Bilingual in Mandarin, Cantonese, or Vietnamese (strongly preferred).
- 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.
- 2-3 years of community outreach/engagement experience with limited English proficient (LEP) communities.
- 2-3 years of experience working in public or environmental health advocacy and education.
- 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 with large scale data collection/analysis, MS Excel or Access, and R-code is highly preferred
- Prior experience with graphic design.

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: "SSGV Program Coordinator - Your Name." This position is open until filled.