

SPECIAL SERVICE FOR GROUPS, INC

Title: Program Coordinator I
FLSA: Non-Exempt, 20 hours/week
Pay Range or Rate: \$25 to \$26.50/hour

Division: APIFM
Supervisor: Program Manager
Revised: 12-17-25

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 community-centered engagement, education, and advocacy.

APIFM works to ensure that API communities have access to green spaces, safe environments, and opportunities to engage with nature. The Sustainable San Gabriel Valley (SSGV) program directly engages with community members to raise awareness and take action on environmental justice issues, including air quality, water conservation, land use, and climate resilience. 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 and continues to support advocacy for strengthened public land management, improved visitor experiences, and restoring resources and continued protection for the San Gabriel Mountains National Monument. N4A activities include hosting nature hikes, workshops and uplifting of API nature stories. Finally, SSGV fosters youth leadership and advocacy in environmental justice through the [Mobilizing Youth Advocates for Resilient Communities \(MYARC\)](#) program.

Under the direct supervision of the APIFM Program Manager, the Program Coordinator will support the planning, coordination, and implementation of the MYARC program. This includes assisting with youth programming centered on environmental and climate justice through hands-on modules, field activities, and community-based learning experiences, as well as collaborating with partner organizations involved in program delivery.

Essential Functions

- Recruit, engage, and maintain relationships with youth and community members, particularly in Alhambra, Monterey Park, San Gabriel, Rosemead, Temple City, and surrounding West San Gabriel Valley cities.
- Outreach, develop, and maintain relationships with community partners/groups, schools, local organizations, and youth networks to expand outreach networks and program impact.
- Create outreach materials for recruiting applicants (flyers, social media, email, website, etc.)
- Support creation of application materials and acceptance rubric, and participate in the selection process of applicants.
- Attend info sessions, tabling events, and maintain communication with prospective applicants.
- Support the planning and delivery of all MYARC modules (EJ 101, Air, Water, Land, Food, Climate and Graduation).
- Prepare learning materials, activity supplies, and logistics for each session.
- Coordinate day-of module logistics including check-in, setup, transport, food distribution, partner support, and cleanup.
- Maintain regular communication with MYARC participants and families through email, text, and reminders.
- Help track attendance, participation, and engagement across modules.

- Work with youth to identify environmental justice concerns in their communities and support them in developing action plans and advocacy campaigns.
- Support youth-led projects focused on air pollution, water quality, and green space access by providing guidance, resources, and connections to relevant stakeholders.
- Support coordination with program partners.
- Help confirm module logistics with guest speakers, facilitators, and collaborating entities.
- Support with financial and administrative tasks (i.e. organizing waivers, invoicing, and reimbursements).
- Collect and assess feedback from youth participants, community members, and coalition partners to refine program strategies and curriculum to improve engagement efforts.
- Work with the Communications Coordinator to develop educational materials, social media content, and outreach campaigns that highlight youth-led environmental initiatives.
- Work with the Co-Directors and Program Manager to determine 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 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.
- Prior experience supporting and engaging high school-aged youth in structured programs or community activities.
- Prior experience in community engagement or public outreach in low-income communities of color.
- Prior experience working in public or environmental health advocacy and education.
- A Bachelor's Degree in the field of Public Health, Public Policy, Environmental Science, or a related field.
- When working remotely, the Program Coordinator must have a stable internet connection and a device to work from.
- Verification of employment eligibility and background check required.
- Valid CA Driver License, proof of car insurance, and reliable transportation.

Non-Essential Qualifications - Knowledge, Skills and Abilities

- Bilingual in Mandarin, Cantonese, or Vietnamese is a plus.
- Prior experience with graphic design and/or video editing is a plus.

Supervisory Responsibilities:

None.

Environmental Conditions (Working Conditions)

Office/community org/public environment. Noise level may range from minimal to loud. May be exposed to weather conditions during the process of promotional or program activities. May also be exposed to varied terrain and weather conditions during hiking activities.

Physical Requirements

Typically spends time sitting, standing, walking, driving, carrying (max. 45lbs), listening, speaking. May also engage in physically demanding activities associated with hiking, such as traversing uneven terrain, ascending and descending inclines, and traversing streams.

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.

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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