

ORANGE COUNTY ASIAN AND PACIFIC ISLANDER COMMUNITY ALLIANCE
OCAPICA
JOB ANNOUNCEMENT

Title: Program Coordinator – Youth
FLSA: Non-exempt, Part Time (.5 FTE, 20 hours/week)
Pay range or rate: \$23-\$25 per hour

Division: Youth
Supervisor: Program Manager
Revised: March 2024

Summary

Under the supervision and direction of the Program Manager, the Program Coordinator will work collaboratively with department staff to coordinate all activities as it relates to Youth Leadership Development programming. This includes but is not limited to onsite coordination of youth development activities, supervision of day to day program activities, coordination of program activities and strategies, documentation and evaluation, and other administrative and programmatic duties as necessary. The Program Coordinator will support the development of young leaders to focus upon education, career development, mental health, racial, and other justice issues for low income communities. Group and one on one program activities will include: leadership development, career and academic support, wellness, identity building, and other support for youth and their families. In addition, the Program Coordinator will train, and coordinate volunteers and interns for the program.

Essential Functions

- Works as a team to develop, coordinate, and implement youth leadership development programming activities. Activities focus upon supporting young leadership to make systemic and individual change while providing support towards education, career development, mental health/wellness, identity building and racial equity.
- Supervise the program implementation, students, interns and volunteers.
- Facilitate group workshops/activities on a weekly basis, at a minimum.
- Provide one on one guidance and support to youth, according to individualized needs.
- Assist Youth team in ongoing curriculum development that integrates leadership development, career development, mental health/wellness, identity building, etc.
- Works closely in partnership with Anaheim Union High School District teachers, staff and administrators to continuously evaluate the needs of students, adapting programming as needed.
- Assist OCAPICA management team in ongoing evaluation and assessment of the program.
- Collaborate effectively with community organizations and other OCAPICA program staff to establish continuity of program services with attention to cultural relevance and competency.
- Weekly check-ins with students to ensure students are supported in their identified goals and development.
- Participate in staff meetings, trainings, workshops and outreach events.
- Maintain reporting and documentation requirements.
- Assist with other duties as they relate to the program or agency

Minimum Qualifications - Knowledge, Skills and Abilities Required

- Bachelor's degree and minimum one-year experience in youth programs; or commensurate professional and life experience will be considered.
- Strong organizational, writing and communication skills; good attention to detail.
- Ability to work in a diverse team of colleagues and communities.
- Must be comfortable with the philosophy and goals of OCAPICA.
- Ability to work some evenings, weekends.
- Current and valid California Driver's License and transportation to travel to conferences, meetings, and trainings; verification of car insurance is required.
- Verification of employment eligibility and Background Check required.
- Regular Attendance required.

Non-Essential Qualifications

- Experience partnering with underserved communities.
- Prefer individual with flexibility and initiative.
- Ability to work with diverse populations.
- Understanding of child and transitional age youth developmental issues.
- Must be comfortable working in a team environment.
- Excellent networking and communication skills (verbal and written).

Supervisory Responsibilities

This position may supervise volunteers.

Environmental Conditions (Working Conditions)

The environment for this position is an office environment (may include shared space) as well as out in the field, exposed to weather conditions and noise level prevalent at the time.

Physical Requirement

In the course of performing this job, the incumbent typically spends time sitting, standing, driving, walking, typing, filing, listening and speaking.

Mental Requirement

The incumbent in this position must be able to accommodate to any/all of the following: tolerance for distractions and interruptions.

Application Process

Application deadline: **Open until filled.**

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

FAX: (714) 636-8828

Please ensure that the email subject has the job title: Program Coordinator - Youth

No Phone Calls Please

Agency Background:

The Orange County Asian and Pacific Islander Community Alliance, Inc. (OCAPICA) was established in 1997 with the mission to build a healthier and stronger community by enhancing the well-being of Asians and Pacific Islanders through inclusive partnerships in the areas of service, education, advocacy, organizing, and research. OCAPICA has since evolved to serve all communities especially those who are low income and underserved. OCAPICA staff speak 26 languages and serve more than 40,000 community members a year through programs in health, mental health, youth development and education, civic engagement and policy, and workforce development.

***Orange County Asian and Pacific Islander Community Alliance, Inc. (OCAPICA) is an
Equal Opportunity/Affirmative Action Employer***