

**ORANGE COUNTY ASIAN AND PACIFIC ISLANDER COMMUNITY ALLIANCE**  
**OCAPICA**  
**JOB ANNOUNCEMENT**

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**Title:** Community Engagement Program Coordinator

**FLSA:** Non-exempt, Full-time (40 hours per week)

**Pay Range or Rate:** \$25.00 - \$28.00 per hour

**Division:** Policy & Civic Engagement

**Supervisor:** Program Manager

**Revised:** April 2024

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**Summary**

OCAPICA's Stop the Hate/Transformative (STH/TG) initiative provides direct, prevention-based, and intervention services to populations in Orange County (OC) and the Inland Empire (IE) who have experienced or are at greatest risk of experiencing incidents of bias, racial trauma, and hate crimes. We focus on servicing priority populations and addressing the wellness of the "whole person" through community engagement, cultural healing practices, outreach, case management and rehabilitation services, individual and/or group counseling services, youth development, community partnerships, and policy/civic engagement programming. The Community Engagement Program Coordinator would support the STH/TG initiative by developing, marketing, and implementing healing and educational practices within Orange County; organizing community engagement and learning opportunities; supporting the coordination and development of IE partners; and assisting the STH/TG team as needed.

**Essential Functions**

- Outreach for OCAPICA within the community to promote engagement opportunities
- Assist Program Manager with coordination, engagement, and data collection of IE contractors to build regional and organizational capacity of IE STH work
- Identify and engage with community-based programs, nonprofits, local schools, faith-based organizations, etc., to support those who have been or may be at-risk for hate crimes/incidents
- Identify and connect to existing partnerships to implement group workshops; topics include but are not limited to healing/trauma related to discrimination, cultural competency education, systems-change education, bystander intervention, community empowerment, etc.
- Develop and implement evaluation surveys for community engagement practices
- Organize trainings in collaboration with community partners, educators, and guest speakers
- Organize and support facilitation of healing circles/support groups alongside OCAPICA's Project HOPE
- Organize and facilitate listening circles to gather input on local issues affecting cities, schools, marginalized groups, etc.
- Support recruitment and supervision of volunteers, interns, and community members for engagement opportunities
- Provide referrals to OCAPICA and local community resources
- Perform other functions as needed by management and agency

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

- Excellent communication, relationship management, networking, and facilitation skills
- Demonstrated knowledge and sensitivity to the cultures of immigrants, refugees, and their families
- Demonstrated knowledge and sensitivity to priority populations including racial/ethnic minorities, LGBTQ+ communities, interfaith groups, and more
- Knowledge and experience with event, training, and workshop planning
- Ability to multi-task and manage multiple activities concurrently
- Ability to be proficient and timely with required paperwork
- Ability to work in a multi-departmental and multi-disciplinary teams
- Must be comfortable working in a team environment
- Ability to work a flexible schedule (occasional weekend, evening and on-call hours as needed)
- Ability to do some travel for conferences, meetings, events, and trainings.
- Valid and current California Driver's License, proof of car insurance and reliable transportation to travel to conferences, meetings, and trainings
- Verification of employment eligibility and Background Check
- Regular attendance.

**Non-Essential Qualifications**

- Bicultural and bilingual in at least one AAPI language/community
- Understanding of racial trauma and systemic impacts of trauma on mental health and physical health
- Prefer individual with flexibility and initiative
- Ability to work independently

**Supervisory Responsibilities**

This position does not require supervision of any paid staff. However, this position may entail supervision of volunteers.

**Environmental Conditions (Working Conditions)**

The environment for this position is an office environment (may include shared office space), and community (field) based settings. Driving in all weather conditions required. Exposure to high noise level prevalent at times.

**Physical Requirement**

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

**Mental Requirement**

The incumbent in this position must be able to accommodate to any/all of the following: tolerance for distractions and interruptions. Uncontrollable changes in priorities/work schedules; be able to process information, think, and conceptualize.

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**Application Process**

Application deadline: **Open until filled.**

Please e-mail or resume and two professional references (past supervisors including e-mail address and phone number) to:

[careers@ocapica.org](mailto:careers@ocapica.org)

FAX: (714) 636-8828

Please ensure that the email subject has the job title: **Community Engagement Program Coordinator**

No Phone Calls Please

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**Agency Background:**

The Orange County Asian and Pacific Islander Community Alliance (OCAPICA) is a nonprofit community-based organization serving over 80,000 community members on an annual basis in more than 20 different languages throughout Orange County. Program areas include, health, mental health, workforce development, civic engagement and policy, youth leadership development and education, and housing. Founded in 1997 to serve low-income Asian Americans and Pacific Islanders, OCAPICA has since evolved to serve all communities in need. OCAPICA is mainly grant funded through government and private foundation grants.

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