



Community Outreach Coordinator

APIA Vote-Michigan seeks a Community Outreach Coordinator as a strategic leader for the organization and to manage specific programs. The program management part involves ownership and accountability of our current drug related harms reduction program and development of future programs including new areas of impact. This involves program implementation, management of processes for accountability to funders & stakeholders, managing staff and stakeholders in the execution of programs, and community organizing and outreach. The ideal candidate will have a proven ability to successfully execute civic participation projects, be self-starting, self-directed, and have a demonstrated commitment to the advancement of the Asian American community and a passion for the region in which we operate, Michigan.

Position is planned for a six month period with the option to extend for the right candidate. The Community Outreach Coordinator is expected to function as a partner and leader in the organization with the skills and readiness to lead and support strategic planning, manage key features of the current program, and be comfortable with administration & operational duties at the organization. They will report to the Executive Director. This position is an opportunity to strengthen the Asian American community in Michigan through educational avenues, resource development, and advocacy for Asian-Pacific Islander American diversity causes and social change efforts through programming and engagement.

About APIA Vote-Michigan: APIA Vote-Michigan is a nonpartisan organization committed to justice and equity for the Asian American community through grassroots mobilization, civic engagement, leadership development, and coalition building.

We uphold a vision of justice and equity that asserts people power and community connectedness as the framework for democracy, decision-making, community engagement, and service. This vision is realized through an informed, socially conscious Asian American community, unified behind the urgency for greater representation and greater power to uphold the values of our community.

Equal employment opportunity and having a diverse team are fundamental principles at Asian & Pacific Islander American Vote - Michigan, where employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, gender identity or expression, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law.



Job Responsibilities:

- Public relations: Engage with members of communities served in a culturally appropriate fashion to provide resources, education, and services.
- Research: Collects data and information to focus on the community, events and venues that may be useful to the organization.
- Perform administrative duties, as required.
- Assist with events, membership, communications, or other efforts as directed.
- Maintain and ensure oversight of program creation, development, coordination, staff management and supervision, maximizing volunteer resources, and effective utilization of all resources (people, budgets relationships ...)
- Track and document program spending and report to APIAVote-Michigan's Executive Director and External/ Internal stakeholders;
- Implement and manage harms reduction educational programs
- Oversee support staff's ongoing tracking of community member and partner organization attendance to APIA Vote-Michigan's programming events or activities;
- Typical program management duties include: planning and execution of events (such as voter engagement, coalition meetings ... programs in advocacy etc), preparation of communication collateral for events, workshops; advance planning for workshops-events-meetings; prepare part-time & volunteer staff for events; documentation & support for grant-requirements reporting; oversight and accountability of the program and work of staff. [Additional Detail available for discussion based on specific programs]

Qualifications: We seek candidates who excel in community building, are detail-oriented, and have strong management skills.

- Bachelor's degree and/or Master's degree preferred in social work, sociology, counseling, or related field.
- Commensurate experience in relevant field required, with preferable experience in program management, creation, and program evaluation;

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- Experience working with vulnerable populations and high-risk communities in the urban area. Experience working with harms-reduction and substance abuse treatment is a preferred.
- Fundraising experience is a plus. Exposure and understanding of process-oriented approaches to raising funds is important [understanding how to target, how to message, how to follow a process using multiple resource blocks ...]
- Strong administrative and organizational track record
- 1-3 years of project coordination experience required, preferably in an Asian American community;
- Excellent verbal communication, interpersonal, writing, facilitation, and computer skills required;
- Ability to multitask effectively, work in diverse settings, and work independently required;
- Some evening/weekend work required and applicant must have own transportation; and
- Fluency in one or more Asian languages is preferred.

Compensation: Compensation will be determined based on experience.

Email cover letter, resume, and two references to jobs@apiavotemi.org by March 26, 2021.

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