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| Title: Project Specialist | Division: API Forward Movement |
| FLSA: Non-Exempt, 24 hrs/wk | Supervisor: Interim Co-Director |
| Pay Rate: \$18/hr | Posting Date: 08/09/19 |

Job 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 grassroots organizing.

The Project Specialist is supervised by APIFM Interim Co-Director, and is responsible for coordinating the outreach, installation, maintenance, and data collection/analysis of APIFM's purple air sensor network in the San Gabriel Valley. The Project Specialist will also support the Clean Air SGV team in organizing local residents in Alhambra and Monterey Park, around air pollution issues and ways they can utilize purple air sensors to collect super localized air quality data.

Essential Functions

- Update and maintain list of APIFM purple air sensor hosts.
- Create outreach plan and strategy to distribute purple air sensors to target communities in the San Gabriel Valley.
- Coordinate with local residents, businesses, and organizations to install and maintain purple air sensors.
- Assist with purple air sensor data collection and analysis.
- Assist in creation of infographics and educational material using hyper-local air pollution data, sourced from Purple Air sensors.
- Assist Clean Air SGV team in hosting regular air pollution workshops, meetings, and events to organize a local body of residents to become active advocates on the issue.
- Assist Clean Air SGV team in building a strong community base by meeting up with residents, hosting monthly educational workshops, and engaging residents on other issues impacting the city.
- Work with Interim Co-Director and Clean Air SGV team to determine where additional support is needed.

Secondary Functions

- Evening and weekend work may be required.

Minimum Qualifications - Knowledge, Skills and Abilities Required





- Candidate must be able to work effectively independently and in a team.
- 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 knowledgeable and confident with broadband wireless routers, WiFi configuration, online registration systems, and technical assistance/troubleshooting
- Verification of employment eligibility and background check required
- Valid CA Driver License, proof of car insurance, reliable transportation

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 mapping tools such as ArcGIS is highly preferred
- Bilingual in Mandarin, Cantonese, or Vietnamese is preferred
- Prior experience working in public or environmental health is a plus
- Prior experience conducting community outreach in low-income, multiracial neighborhoods is a plus

Environmental Conditions (Working Conditions)

Office/community org/public environment. Most purple air 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, 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.

Application Procedure

To apply, please send your resume and a brief cover letter about relevant skills and experience to info@apifm.org. Please input [Project Specialist – Your Full Name] as your email subject. Applications will be reviewed as they are submitted. Please no phone calls or inquiries about this position.

