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<b>Title:</b> Community Engagement Coordinator	<b>Division:</b> API Forward Movement
<b>FLSA:</b> Non-Exempt, 30 hrs/wk + Benefits	<b>Supervisor:</b> Program Manager
<b>Pay Rate:</b> \$20.00/hr	<b>Posting Date:</b> 8/24/20

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### 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.

APIFM works to ensure that API communities have access to green space, safe environments, and opportunities to engage with nature. 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 issues impacting the communities' health. In addition, APIFM is part of the Nature for All (N4A) coalition which is advocating for the passage of the [PUBLIC Lands act](#) and the protection of the San Gabriel Mountains.

We are seeking a Community Engagement Coordinator to lead the outreach and educational components of the Clean Air SGV and Nature for All programs. This includes conducting educational workshops with local community members about air pollution, specifically Particulate Matter (PM) 2.5, and the N4A campaign. The Community Engagement Coordinator will also work closely with the Clean Air SGV team in order to engage and organize Alhambra and Monterey Park residents and community stakeholders to advocate for local policy initiatives that will improve air quality.

### Essential Functions

- Coordinate and lead regular Clean Air SGV and N4A workshops, meetings, and events to organize a local body of residents to become informed and engaged advocates on the issues
- Maintain a strong community base of support by engaging residents on air pollution and other environmental issues impacting the community (this includes collection of petitions, letters of support, public comments, etc.)
- Work with Program Manager to coordinate air quality research projects with in order to analyze local air pollution data from APIFM's Purple Air sensor network
- Coordinate with local residents, businesses, and organizations to install and maintain purple air sensors
- Create flyers, infographics, and educational material based Clean Air SGV and N4A program needs
- Develop and coordinate Clean Air SGV's social media and public information campaign





- Work with 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
- 1-2 years of 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
- 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**

- Bilingual in Mandarin, Cantonese, or Vietnamese is a plus
- Prior experience conducting community outreach in low-income, multiracial neighborhoods
- Prior experience with graphic design
- Prior experience with air quality data analysis (R-code)

### **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.

### **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](mailto:info@apifm.org). Please input [Community Engagement Coordinator – Your Full Name] as your email subject. Applications will be reviewed as they are submitted. Position open until filled.

