

SPECIAL SERVICE FOR GROUPS



Title: Community Engagement Coordinator
FLSA: Non-Exempt, Part Time (20 hours/week)
Pay Range or Rate: \$20.00/hour

Division: APIFM
Supervisor: Program Manager
Revised: 12-12-21

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. Programming focuses on three main areas: (1) Healthy food access and education, (2) Environmental justice and (3) Culture and community health.

APIFM is collaborating with a diverse coalition of partners made up of community health workers, benefits enrollers, and legal service providers such as the BAILA (Benefits Access for Immigrants Los Angeles) Network & Enroll LA to outreach to, inform and connect qualified residents to benefits programs such as CalFresh, also known as the Supplemental Nutrition Assistance Program (SNAP) to ensure that APIs and other communities of color are able to access healthy and nutritious food and other health supporting programs. The project is countywide and APIFM's target neighborhoods include Chinatown, Alhambra and Monterey Park.

Under direct supervision from the APIFM Program Manager, the Community Engagement Coordinator will identify the best community based places (such as libraries, grocery stores, senior centers, schools and faith based institutions) for outreach, education and engagement with community members about food and environmental issues especially the CalFresh program, and refer qualified members to benefit enrollers who can offer in-language enrollment services. In addition, the Community Engagement Coordinator will be present at APIFM community events such as food distributions, physical activity workshops and other community meetings to support resource and referral needs of limited English speaking community members.

Essential Functions

- Participate in all BAILA & Enroll LA meetings and workshops to build knowledge, capacity and relationships.
- Adapt outreach and education materials into culturally responsive and plain language flyers, infographics, and social media content.
- Identify community based sites for outreach, and meet with the site hosts for permission to conduct outreach and education.
- Plan and implement educational/outreach workshops, as well as actively participate in meetings, and events to inform and engage residents about issues of food and environmental justice impacting the community.
- Refer community members who qualify for CalFresh and other benefit programs to qualified enroller organizations to help them enroll into the program. Follow up to ensure that enrollment has been completed.
- Attend APIFM community events to meet with and support resource and referral needs of limited English speaking community members.

- Work with Communications Coordinator to develop educational campaigns for social media.
- Work with the 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 be able to communicate fluently in English, as well as Mandarin and/or Cantonese.
- 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 in working in low-income communities of color including on food and environmental justice outreach and education.
- A Bachelor's Degree in the field of Nutrition, Public Health, Sociology or a related field.
- Fully COVID-19 vaccinated (must provide valid proof of vaccination)
- Valid CA Driver License, proof of car insurance, and reliable form of transportation.
- Verification of employment eligibility and background check required.

Non-Essential Qualifications - Knowledge, Skills and Abilities

- Prior experience working on food justice issues.
- Prior knowledge of food and health benefit programs such as CalFresh and Medi-Cal.
- Knowledge and prior use of social media platforms such as Twitter, Instagram and Facebook

Supervisory Responsibilities: None

Environmental Conditions (Working Conditions)

- Exposed to high levels of vehicular traffic (cars, trucks, and buses)
- Exposed to weather conditions prevalent at the time,
- Exposed to high noise levels (street and traffic noise)
- Exposed to physically demanding situations (specifically the lifting of heavy produce boxes and coolers)
- Exposed to mentally demanding situations (including but not limited to: emergency situations, accidents, and stress)

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.

How to Apply:

To apply for this position, please submit your resume and cover letter explaining your interest and qualifications to Heng Lam Foong, APIFM Division Director at henglam@apifm.org. This position is open until filled.

Special Service for Groups is an Equal Opportunity/Affirmative Action Employer