

POSITION: Community Engagement Coordinator (100% FTE, Non-Exempt)

JOB SUMMARY:

National Asian Pacific American Families Against Substance Abuse (NAPAFASA) is the country's sole national nonprofit focused on behavioral health issues and related needs of Asian American, Native Hawaiian, and Pacific Islander communities. NAPAFASA is currently undertaking a project to provide community outreach and education on the negative impacts of secondhand smoke and the importance of policies that help protect residents of multi-unit housing from secondhand smoke.

Under the supervision of the Executive Director, the Community Engagement Coordinator is responsible for facilitating and implementing campaign activities related to smoke-free multi-unit housing policies in two Los Angeles County cities. This position is funded through a grant from the Los Angeles County Department of Public Health Tobacco Control and Prevention Program (TCPP).

We are prioritizing the health of all staff and community members. As such, in accordance with the statewide Safer at Home guidelines and Los Angeles County restrictions, this position will be completely remote until both the Los Angeles County Department of Public Health and NAPAFASA deem it safe to resume in-person activities.

DUTIES AND RESPONSIBILITIES

- Work closely with Executive Director and Project Coordinator to facilitate and implement campaign activities related to smoke-free multi-unit housing policies in two municipalities
- Develop relevant social media content (graphics and text copy) and educational materials
- Manage and grow the online presence of local coalition social media accounts
- Recruit local residents to join the coalitions, initially through online outreach, and at in-person community events and public spaces once it is deemed safe to do so
- Conduct one-on-one meetings with local residents, key decision-makers, and other stakeholders, initially through phone or video conference, and in-person once it is deemed safe to do so
- Facilitate coalition meetings, initially via video and phone conference, and in-person once it is deemed safe to do so
- Attend weekly NAPAFASA team meetings, monthly TCPP-led task force meetings, and quarterly meetings with the Coalition for a Tobacco Free Los Angeles County (all meetings are held remotely until further notice)
- Maintain and update strategy charts (Midwest Academy Strategy Chart), decision maker matrices, media record reviews, and policy record reviews
- Conduct key informant interviews as needed
- Provide and coordinate public testimony, such as at City Council meetings
- Assist with other relevant duties as needed

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Bachelor's degree in public health, public policy, or social sciences, OR two (2) years commensurate experience
- Strong written and verbal communication skills, including in public speaking and meeting facilitation
- Bilingual strongly preferred in one or more of the following languages (in addition to English): Cantonese, Mandarin, Vietnamese, Spanish, and/or Russian
- Experience in community outreach within underrepresented communities
- Excellent interpersonal skills and ability to establish positive relationships with community members and organizations
- Familiarity with Mac operating systems
- Proficiency in Google Drive, Dropbox, MS Word, MS Excel, MS PowerPoint, and Zoom
- Experience in developing content (graphics, text copy) and audiences/followings on social media platforms such as Instagram and Facebook is a plus
- Ability to work independently as well as on a team.
- Ability to routinely lift and pack objects that may weigh 20 lbs. or more and transport materials for outreach events.
- Ability to travel, including by privately owned vehicle (note that travel is restricted until further notice, in compliance with Safer At Home guidelines).

A SUCCESSFUL CANDIDATE WILL:

- Work well under pressure
- Think critically/logically in order to work on policy adoption model approaches
- Develop good systems for organization and self-directed follow-through
- Manage time efficiently and adhere to deadlines

COMPENSATION:

1. This is a full-time, non-exempt position.
2. The position is based in Los Angeles, CA.
3. Due to COVID-19, this is a remote, work-from-home position until further notice.
4. Salary is commensurate with qualifications and experience (low to mid \$40K). Full medical benefits provided.
5. Flexible work hours and ability to telecommute.

Interested applicants, please email a cover letter and CV to jobs@napafasa.org with Subject Line: Community Engagement Coordinator Opening.

Interviews will be granted according to the qualifications of the applicant and will occur on a rolling basis. NAPAFASA is an equal opportunity employer. In accordance with applicable federal, state, and local laws, all qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, status as a protected veteran, or service in the uniformed services.