



Organization

The API Council unites all the neighborhoods of San Francisco, ethnic communities and issue areas, to promote inclusive and meaningful engagement of underserved APIs to strengthen the vibrancy of San Francisco. The API Council is 55-members strong and serves more than 250,000 residents through policy/advocacy, research and network development. API Council is at an exciting juncture as we turn 10 years old with increased investment to become a power building organization for APIs in San Francisco. New staffing positions are being developed to build the long-term community and organizational capacity of the Council. Community Youth Center of San Francisco acts as API Council's fiscal agent and employment will be under this entity.

For more information, please visit www.apicouncil.org

Title: Program Coordinator
Reports to: Executive Director of API Council
Status: Full Time, Exempt

Position

Program Coordinator works to support the mission and direction of API Council's strategic goals and impact. Working collaboratively with a dynamic and small team, the Program Coordinator works to expand the needs of underserved API communities through a racial equity lens through public policy/advocacy, research initiatives, and key project initiatives. Working closely with our coalition members, the program coordinator also supports the general membership. The program coordinator works closely with all members of the team to manage key initiatives and their successful implementation along with key partnerships. This coordinator also holds communications coordination and implementation activities. This position reports to the Executive Director.

Responsibilities

Program Coordination

- Work closely with the team to support work plans implementation and coordination for different initiatives and projects.
- Coordinate member-related activities and reports.
- Coordinate high-level stakeholder meetings, general and steering committee meetings for the team.

Communications Coordination

- Coordinate communications activities with team and consultants working closely with the team.

General Duties

- Represents API Council at coalition meetings and briefings.
- Identify opportunities to expand API Council visibility.
- Participate actively in API Council cross organizational and program priorities and

- initiatives with staff, consultants, members and steering committee members.
- Other duties as assigned, dependent on organizational needs and initiatives.

Qualifications

- Bachelor degree in social sciences, policy or related plus 2+ years of relevant experience.
- Track record of ability to work in a political, social and coalition environment
- Proven experience in quality policy, advocacy and campaign leadership
- Track record working in API communities and broader BIPOC and neighborhood coalitions
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- Commitment to taking regular Covid-19 health tests as required by program health and safety plan and guidelines.
- Ability to complete Covid-19 vaccination requirement unless an individual qualifies for an exemption due to a disability or religious reason.

CYC is an Equal Employment Opportunity employer and will not discriminate against any applicant or employee on the basis of race, age, religion, gender, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status, sexual orientation, or any other basis recognized by federal, state or local law. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

Application Procedure:

Please submit cover letter and resume via email: jenny.bach@apicouncil.org

Attn: Program Coordinator