



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 Manager
Reports to: Executive Director of API Council
Status: Full Time, Exempt

Position

Program Manager works to support and expand API Council's influence in the San Francisco political landscape to support the needs of underserved API communities through a racial equity lens. Working closely with our coalition members, the program manager supports network development and engagement at the general membership levels. The program manager works closely with all members of the team to manage key initiatives and their successful implementation along with key partnerships. This position reports to the Executive Director.

Responsibilities

Membership and Network Development

- Relationship manager for almost 55 members to support network development and engagement of the members.
- Ensure engagement and representation of different API ethnic and neighborhood needs in different policies, systems recommendations, and initiatives.
- Work closely with the team to develop general membership meeting opportunities and the agenda to enhance member engagement.
- Work closely with the membership on advocacy/policy initiatives

Communication Management

- Manage communication goals working closely with Executive Director, staff and membership and project manage and implement activities
- Work closely with the teams to design, develop and implement policy and communications campaigns.

General Duties

- Represents API Council at coalition meetings and briefings
- Speak at other organizations' conferences 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
- Job includes occasional weekend hours and after 5pm work hours
- 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
- 2 years experience designing and implementing communication advocacy campaigns
- 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 Manager**