



Program Coordinator

The Program Coordinator supports daily office and program operations and plays a crucial role in communication activities. This position works closely with our coalition members and general membership, reporting directly to the Executive Director.

About API Council

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 57-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

[Responsibilities] Here's what you'll do day-to-day:

Program Coordination

- Collaborate with the team to implement and coordinate work plans for various initiatives and projects.
- Plan and coordinate member-related activities, events, and reports.
- Arrange high-level stakeholder meetings, general and steering committee meetings.
- Assist the Executive Director and Program Manager with meeting preparations.
- Respond promptly to phone calls, emails, and texts.
- Attend to details, including note-taking during meetings, data collection at specified points, and ensuring data entry into the database.

Communications Coordination

- Facilitate communications activities with team members and consultants.
- Manage communication with both internal and external stakeholders.
- Oversee the creation of the monthly newsletter and social media activities.
- Proficient with Google Office Suite.

General Duties

- Schedule and coordinate monthly general membership and steering committee meetings.
- Ensure timely invoicing and processing.
- Provide weekly updates to the Executive Director and Program Manager detailing work areas, updates, roadblocks, and requirements.
- Experienced in using project management platforms and CRM to store, update, and share project details.
- Perform other duties as assigned based on organizational needs and initiatives.
- Occasionally staff events and work evenings or weekends as required.



[Qualifications] Here's what we're looking for:

- At least 2 years of event planning or coordinating experience.
- Excellent communication skills and resourcefulness.
- Solution-focused and committed to resolving problems until task completion.
- Demonstrated ability to navigate political, social, and coalition environments.
- Proven experience in policy advocacy and campaign leadership.
- Experience working with API communities and broader BIPOC and neighborhood coalitions.
- Outstanding attention to detail and organizational skills.
- Strong written and verbal communication skills; persuasive and passionate communicator with excellent interpersonal and project skills.
- Action-oriented, entrepreneurial, adaptable, and innovative mindset.
- Ability to collaborate effectively with diverse groups of people.
- Curious, passionate, and self-directed with high integrity.
- Adaptable to dynamic environments.
- Willingness to regularly test for Covid-19 as per program health and safety plan and guidelines.
- Ability to meet Covid-19 vaccination requirements unless exempt due to disability or religious reasons.
- Bachelor's degree in social sciences, policy, or related field and at least 2 years of relevant experience.

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