



亞裔家援服務處

JOB DESCRIPTION

Position Title: Program Coordinator	Salary: \$44,000 - \$48,000
FTE/Hours Per Week: Full-time, 40 hours	Status: Exempt
Location: 10 Nottingham Pl, San Francisco, CA 94133 & SF satellite sites	
Reports to: Director of Programs	
Major Duties and Responsibilities Education & Outreach Services: <ul style="list-style-type: none">• Coordinate community education and outreach activities• Participate in community engagement and connection activities• Public health capacity building services in the agency and community• Assist in supporting and training volunteers, interns, and community members in program deliverables• Conduct collaborative outreach and recruitment activities to the targeted population• Facilitate and conduct groups (community focus groups, workshops, support groups) Collaborative and Coordination Services: <ul style="list-style-type: none">• Organize, attend, and participate in stakeholder meetings• Document and follow up on important actions and decisions from meetings• Prepare necessary presentation materials for meetings• Ensure project deadlines are met.• Determine project changes• Develop project strategies• Chair and facilitate meetings where appropriate and distribute minutes to all project team members.• Assist in coordinating team discussions, unit meetings, staff meetings, case conferences, and in-service training programs.• Respond to providers' requests and coordinate referrals (conducts intakes, as needed)• Maintain ongoing relationships with community service providers, funders, and other programs to educate and advocate for the families and communities' needs.• Prepare and compile data, documents, and reports as required• Perform other duties as needed	
Minimum Qualification is on the next page	
To Apply: Email resume to info@apafss.org Subject/Ref: Program Coordinator	
APA is an equal opportunity employer Position is open until filled	
(APA reserves the right to modify an employee's job description at any time based on the needs of the organization.)	



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<p>Minimum Qualifications</p> <ul style="list-style-type: none"> • BA/BS in public health, social work, or related field preferred. Course work and experience in community health programs and education, communication skills, group dynamics, and community organizing. • 2 years of experience in the field of community health programs and services. • Productive team player who is proactive, self-motivated, creative, and organized. • Experience working with African American & Chicano/Latino families in San Francisco. • Knowledge of and familiarity with San Francisco's neighborhoods and communities. • Interest to learn about the public health system, child welfare system, and health & social services community. • Demonstrated knowledge and skills in community advocacy and outreach. • Strong skills in administrative support, writing, researching, and documentation. • Strong computer skills. • Excellent interpersonal and communication skills. • Demonstrated ability to show non-judgmental attitude, maintain client/stakeholder confidentiality, and experience working with people of various backgrounds. • Minimum 2 years of experience in supervision, project management, and development required. 	
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