



## JOB ANNOUNCEMENT

**Position Title:** Program Assistant (Part-time)

**Salary/Benefits:** \$17- \$23 (8-20 hours/week)

**Location:** 10 Nottingham Place, San Francisco, CA 94133, & SF satellite sites

**Reports to:** Program Manager / Director

APA Family Support Services (APA) is a community-based organization that focuses on the prevention and identification of child abuse/neglect in the Asian and Pacific Islander (API) community. Our mission is to promote healthy children and families by providing family support services to prevent child abuse and domestic violence and to advocate for culturally competent services for Asian and Pacific Islanders through education, community building, and leadership development. APA is San Francisco's foremost advocate and service provider for immigrant, monolingual, and at-risk API children and their families. Our services range from prevention to crisis intervention to community development. We strive for excellence of service in areas which include home visitation, case management, parenting education, support groups, parental stress line, child welfare redesign projects and counseling for immigrant families with children ages 0-18.

We currently have an opening for a Program Assistant.

### Major Duties and Responsibilities:

1. Conduct (support) group activities, workshop and parenting classes with children and parents/caregivers.
2. Assist in the development and implementation of projects and be responsible for outreach/recruitment for the projects.
3. Identify family needs and work with families and community resources to meet those needs.
4. Conduct needs assessment for families and referrals, as needed.
5. Coordinate and deliver basic need supplies and resources to families throughout San Francisco, including families living in public housing.
6. Advocate for family and collaborate with other service providers in providing comprehensive services to the family.
7. Attend community and funder meetings, trainings and social events.
8. Coordinate meetings and community events.
9. Plan, implement, and evaluate project activities

10. Maintain activity calendars and schedules.
11. Develop and build relationship with community members and providers.
12. Recruit and coordinate volunteer activities.
13. Assist in program marketing, publicity and social media.
14. Participate in team discussion, unit meetings, staff meetings, case conferences, and in-service training programs.
15. Prepare and compile data, documents, and reports as required.
16. Flexible schedule.
17. Perform other duties as may be assigned

**Minimum Qualification:**

1. High school graduate. AA/BA/BS in Social Work, Child Development, Sociology, Psychology, Liberal Arts, Public Health or related field preferred. Course work and/or experience in communication skills, group dynamics, and community organizing
2. Productive team player who is proactive, self-motivated, creative and organized
3. Experience and/or interest in providing direct services to targeted families in San Francisco.
4. Interest in supporting our mission of serving local communities in need.
5. Strong skills in writing, researching, and documentation
6. Strong computer skills a must
7. Knowledge of cultural needs of multi-ethnic groups
8. Demonstrated ability to show non-judgmental attitude, maintain client confidentiality, and experience working with various backgrounds

**To Apply:**

Email resume to: [info@apafss.org](mailto:info@apafss.org) Subject/Ref.: Program Assistant

**APA is an equal opportunity employer.**

**Positions open until filled.**