



## Community Impact Coordinator

**National CAPACD seeks a full-time Community Impact Coordinator to provide administrative support for programs that strengthen our national network of community based organizations.**

The National Coalition for Asian Pacific American Community Development (National CAPACD) is a progressive coalition of local organizations that advocate for and organize in low-income Asian American and Pacific Islander (AAPI) communities and neighborhoods. We strengthen and mobilize our members to build power nationally and further our vision of economic and social justice for all.

The Community Impact Coordinator will support programming led by the agency's Community Impact Department, which is comprised of three teams: community empowerment, economic empowerment and member empowerment. All three teams support our members across the country by disseminating resources, providing training and technical assistance, and offering peer learning and networking opportunities. These three teams seek to deepen the connections within and across our national coalition, and strengthen community based organizations that provide services, advocate for, and organize within AAPI neighborhoods and communities. National CAPACD supports the overall development of these organizations while also engaging these members in specific community development programming related to housing counseling, tenant organizing, financial empowerment, small business and creative place-making. The Coordinator works closely with other agency and program staff toward fulfilling programmatic and organizational strategic plans. This is a full-time, non-exempt position based in our Oakland, CA office, and reporting to the Deputy Director.

### **Roles and Responsibilities Include:**

- Support administration of sub-grant funding, fellowship/scholarships and other in-kind resources by:
  - Maintaining the sub-granting and fellowship/scholarship database,
  - Developing and disseminating requests for proposals and applications for funding, fellowships/scholarships, and other in-kind resources,
  - Organizing intake and review of applications and requests for support,
  - Developing, executing, and filing award notifications and contractual agreements,
  - Organizing and executing sub-grantee payments and supporting payment inquiries,
  - Maintaining sub-grant or fellowship/scholarship recipient reporting schedules and supporting creation and collection of reports,
  - Monitoring quality assurance, grant and fiscal compliance through data entry and auditing data for accuracy; site visits, remote and invoicing reviews as needed; and other related program evaluation activities,
  - Providing member support throughout the application, contracting and implementation process;
- Support program operations for the Community Impact Team by:
  - Cultivating relationships with and supporting communications to sub-grantees and members as requested by program staff,
  - Managing contact information for sub-grantees and other network members,
  - Tracking and managing scheduling for Community Impact team events to increase efficiency, reduce redundancies and improve coordination across programs,

**NATIONAL COALITION FOR ASIAN PACIFIC AMERICAN COMMUNITY DEVELOPMENT**  
**Community Impact Coordinator Job Posting**

- Supporting maintenance of resources and information in National CAPACD's member resource portal,
- Contributing to program design and working with other program staff to identify markets and organizations that help fill gaps within the existing networks and meet the emerging needs of underserved in the AAPI community,
- Establishing and maintaining standard operating procedures and organizing internal systems for increased efficiency and consistency across program implementation
- Coordinating logistics for monthly Community Impact team meetings;
- Support event coordination for the Community Impact team and National CAPACD by:
  - Coordinating event logistics such as (but not limited to): travel, lodging, meeting space, food, supplies, audio/visual technology and translation/interpretation,
  - Coordinating, disseminating, and tracking scholarships to events,
  - Tracking event participation and attendance,
  - Administering reimbursements, honorariums, or other payments to members and vendors,
  - Contributing to public communications about the events, including authoring social media posts or newsletter articles.

**Other Functions and Responsibilities:**

- Perform other duties as assigned.

**Required Qualifications:**

- Bachelor's degree or equivalent experience;
- At least two years of experience in a non-profit or other related organization;
- Working knowledge of issues facing low-income, immigrant and Limited English Proficient (LEP) communities;
- Working knowledge of the fundraising or grant-making process and program development;
- Exceptional written and verbal skills;
- Strong analytical and data skills;
- Strong organizational and project management ability;
- Excellent attention to detail and ability to prioritize and multi-task;
- Excellent analytical, problem-solving and interpersonal skills;
- Willing to work in a fast-paced setting;
- Must be committed to supporting the community development needs of low-income and immigrant AAPIs;
- Must be a team player who has demonstrated an ability to work well in a small, highly collaborative environment;
- Authorization to work in the United States without Visa sponsorship.

**Desired Qualifications:**

- Experience with community development, tenant organizing, small business, financial education or housing counseling;
- Communications and media relations skills;
- Experience with grants administration or program implementation.

NATIONAL COALITION FOR ASIAN PACIFIC AMERICAN COMMUNITY DEVELOPMENT  
Community Impact Coordinator Job Posting

**Physical Factors:**

- Ability to remain in a stationary position to operate a computer (and other office productivity machinery), and manual dexterity to operate a keyboard, for extended periods of time;
- Ability to occasionally lift objects weighing up to 10 pounds;
- Must be able to travel domestically with overnight stay, at least 2-3 times per year (when travel is safe).

**Working Conditions:**

- Moderate noise (i.e. business office with computers, phone, and printers; light traffic);
- Ability to work in a confined area indoors.

**Compensation:**

The Community Impact Coordinator is a full-time, non-exempt position based in our Oakland, CA office. Annual salary range is \$45,000 - \$55,000, depending on background and experience. Comprehensive benefits package includes health, dental, vision, life and disability insurance, and a 403(b) plan.

**To Apply:**

Applications will be accepted until position is filled. Please email cover letter and resume to [apply@nationalcapacd.org](mailto:apply@nationalcapacd.org), with Community Impact Coordinator Application as the subject line.

**Only complete applications will be considered.**

National CAPACD is an Equal Opportunity Employer. People of color, members of the LGBTQ community, people with disabilities, and women are strongly encouraged to apply. Accommodations for applicants may be available upon request. No calls, please.

7/7/2021