POSITION: Asian and Pacific Islander Community and Civic Engagement Coordinator

WAGE: $38,000 - $40,000

LOCATION: IRCO – Pacific Islander and Asian Family Center (PIAFC)
8040 NE Sandy Blvd, Portland, OR 97213

APPLY AT: www.irco.org

STATUS: Full Time with Benefits

PROGRAM(S): Community Development Department

REPORTS TO: PIAFC Director

OPENING DATE: September 8, 2020

CLOSING DATE: Open until filled

GENERAL POSITION SUMMARY:
The Asian and Pacific Islander Community and Civic Engagement Coordinator will be part of IRCO Community Development Department. This position will coordinate leadership development and civic engagement programs to help the community lead, improve their advocacy, effect policy change, and increase civic engagement of the immigrant and refugee community members overall, with a focus but not limited to Asian American communities and Pacific Islander American communities.

ESSENTIAL FUNCTIONS:
- Building the strength of the civic engagement and leadership development programs.
- Developing, facilitating and implementing leadership, civic engagement and advocacy trainings and workshops, and providing community education and outreach materials to community members, government agencies and other community partners
- Organizing, developing and maintaining positive relationship with immigrant and refugee community leaders, coalitions, partners and key stakeholders, and working collaboratively to maximize civic engagement to work collectively towards systemic change
- Lead, plan and facilitate workshops and leadership programs and community engagement events.
- Identifying, preparing, and mobilizing community members for testifying before city, county, state and federal committees and subcommittees
- Assist the Director of PIAFC with advisory board engagement and meetings.
- Working with IRCO’s key executive leadership to organize IRCO’s Community Needs Assessment and Community Events
- Managing project budgets, budget review, writing reports, budget amendments. Ensuring that all fiscal records and reports pertaining to the program are completed within the required time frame
- Being responsible for providing consistent communication to the department manager to evaluate project goals and outcomes, ensuring that provided information and reports clearly
describe progress

SECONDARY FUNCTIONS:
- Providing communications through community updates, meetings, and media updates to community members
- Participating substantially in regular IRCO internal meetings such as IRCO general management meeting, coordinators meeting, department meetings and others to address issues of program development, program alignment and resource development

JOB SPECIFIC QUALIFICATIONS:
- Passionate about IRCO’s mission and strategy to promote the integration of refugees, immigrants, and the community at large into a self-sufficient, healthy, and inclusive multiethnic society
- Is part of, has lived experience and/or is connected to the Pacific Islander and Asian communities and immigrant and refugee communities in Oregon and/or SW Washington.
- Minimum Bachelor’s degree or equivalent combination of education and experience in related field preferred
- Minimum of 2 years of experience in non-profit social services or educational setting with an additional 1 year or more of professional experience with civic engagement and community organizing strongly preferred. Experience (volunteer or paid) recruiting, training, and mobilizing a team of 10 or more volunteers/members necessary
- Demonstrated understanding in social and racial justice advocacy and interest in expanded learning in this area.
- Display strong networking and relationship-building skills.
- Ability to be flexible to perform variety of tasks and activities.
- Ability to work in a team environment and independently.
- Basic computer skills. Detail oriented.
- Available to work occasional evenings and weekends.

KNOWLEDGE:
Education: Bachelor's Degree (4)
Experience: 3-4 years of experience is required (4)
Additional Language Required: Fluent in a API language preferred, but not required.
Computers: All positions at IRCO require use of a computer and experience working with Microsoft Products including but not limited to Microsoft 365, Excel, Word, Outlook and PowerPoint.

SKILLS:
Communication:
Regular communication inside and outside the organization to exchange ideas and gather information (5)
Creativity:
Regular need for the development of new processes and procedures or the redesign of interrelated processes and procedures is needed (4)
EFFORT:
Mental:
There is an occasional need to assess risk as well as to make determinations about tasks and deadlines (4)

Physical:
Positions at this level require some physical efforts or manual labor such as lifting, carrying or constant movement. Positions with regular responsibility for driving are to be placed at least at this level (3)

RESPONSIBILITY:
Impact and Influence:
Positions at this level have a regular need or ability to analyze problem or concepts or make decisions on the information. Have distinct impact on and influence on organization operations, program outcomes, revenue, expense or budgetary outcomes (4)

Work Independence:
Positions at this level are expected to handle regularly assigned work which includes making decisions and taking action under limited supervision. New or unusual work is performed with a moderate degree of supervision, assistance, and review. (3)

Planning:
Positions at this level must consider own work and work of others. Planning processes will include determination of issues or obstacles and preferred courses of action. Ability to forecast for the near future (six to twelve months) is required (3)

Supervision:
Positions at this level are not responsible for any supervisory functions or responsibilities, but may occasionally be asked to orient and/or train new employees or volunteers. (1)

WORKING CONDITIONS:
Environment:
This level has a work environment that is usually well protected, free from hazards or obstacles. There is little element of personal risk or hazard. Job conditions are usually comfortable, with only occasional issues, temperature change (2)

Schedule:
The work schedule is mostly stable and does not fluctuate without prior notice. (2)
**HOW TO APPLY:**
Applications are accessible on the IRCO website, [www.irco.org](http://www.irco.org). Attach resume and cover letter to IRCO application form. This position requires the completion of an IRCO application. Materials submitted without a completed application are considered incomplete and will not be considered. Due to the high volume of applications received, we will not be able to contact each applicant or return calls regarding the status of your application.

**ABOUT IRCO:**
The Immigrant and Refugee Community Organization (IRCO) is a non-profit organization established in 1976 to serve immigrants, refugees, and the broader community in Portland, Oregon. Our mission is to promote the integration of refugees, immigrants, and the community at large into a self-sufficient, healthy, and inclusive multiethnic society. Find out more at [www.irco.org](http://www.irco.org).

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