



## **The Coalition for Asian American Children and Families (CACF) Seeks Program Assistant**

**Title:** Program Assistant

**Start Date:** Immediately

**Hours:** Full Time, Temporary (one year contract with possible renewal)

**Organizational Background:** The Coalition for Asian American Children and Families (CACF) is the nation's only pan-Asian children and families' advocacy organization bringing together community based organizations as well as youth and parents to fight for equity for Asian Pacific American (APA) children and families. CACF aims to improve the health and well-being of Asian Pacific American children in New York City. Founded in 1986, CACF works to transform the Asian Pacific American (APA) community through fostering collaboration, promoting community leadership, and building a collective voice. CACF is seeking a full-time Program Assistant to support programmatic efforts connected to our advocacy work to promote equity for the Asian Pacific American community in the City and State.

### **Primary Responsibilities**

The Program Assistant will work to support CACF programming and coalition-building with community-based organizations, youth, and families. The Program Assistant will work closely and collaboratively with CACF staff, member organizations, and stakeholders to ensure equity for APA communities. Candidates must be prepared to work closely with policymakers, CACF member agencies and partners, community leaders, elected and appointed officials and other advocacy organizations.

The Program Assistant will support the implementation of CACF programs, primarily the Nonprofit Stabilization Fund (NSF), Patient Navigator (PN), and Social Justice Leadership Institute (SJLI), and will assist in:

### **Government Contract Support**

- Coordinate reporting from subcontractors on activities and invoices and aggregating into final documents
- Conduct site visits at subcontractors to discuss work plan and milestones
- Ensure monthly and final reporting and invoice requirements are submitted in a timely manner
- Ensure all supporting documents are updated and correct

### **Programmatic Activities**

- Attend both internal and external collaborative planning meetings related to NSF, PN, and SJLI
- Coordinate stakeholder meetings as necessary
- Conduct engagement and outreach efforts with program participants
- Provide logistics support for meetings and trainings
- Assist in evaluation efforts including working with CACF team to develop evaluation plan and support its implementation
- Prepare content to be shared with stakeholders (subcontractors, funders, etc.) on programmatic activities and accomplishments

### **Qualifications, Education and Experience**

#### *Required*

- Commitment to CACF's mission, children's rights, and social justice
- Bachelor's degree with at least 1-2 years work/internship experience



- Understanding of Asian Pacific American communities and/or non-profit organizations
- Excellent oral and written communication skills; persuasive communicator with a keen eye for detail
- Capacities to lead, innovate, break new ground, take risks, and take public stances on issues
- Ability to work with diverse staff and flexibility to work on multiple tasks under pressure
- Ability to set priorities among multiple responsibilities
- Strong computer skills including proficiency in Microsoft Office Suite and Google Docs
- Demonstrated ability to work effectively with varied constituencies, including staff, social service organizations, elected and appointed officials, and government agencies
- Ability to write and speak an Asian dialect preferred

### **Salary and Benefits**

Salary is commensurate with experience. Excellent medical, dental, and vision benefits. Four weeks vacation plus paid holidays. 403(b) plan option and pre-tax deduction Metrocard.

***Deadline to apply is February 28, 2018. Interested candidates should send a résumé, cover letter, and writing sample (3 pages) to [jobs@cacf.org](mailto:jobs@cacf.org). For further information about CACF, please visit our website at [www.cacf.org](http://www.cacf.org).***