

**SPECIAL SERVICE FOR GROUPS
ASIAN PACIFIC COUNSELING AND TREATMENT CENTERS**

JOB ANNOUNCEMENT/ADVERTISEMENT

Position: Part-time (20 hrs/week) Community Outreach Coordinator
Project/Grant: Children and Youth Behavioral Health Initiative (CYBHI) API Youth VELOCITY
(Voices in Educating the Local City); Grant term: March 2024-June 2026
Program/Site: SSG/APCTC Riverside Center
Rate: \$26.97 to \$30.31/hour

▪ Summary

Under the direction of the Program Director and Project Coordinator, the Community Outreach Coordinator will supervise and work with Community Outreach Workers in engaging API youth in designing a local-level mental health promotion campaign. Responsibilities include coordinating outreach and campaign activities, assisting in data collection and developing partnerships, and training youth leaders. The goal of this position is to promote awareness of mental health topics, improve mental health literacy among API youth and families, and increase the utilization of mental health resources in the growing Asian Pacific communities of Riverside County.

▪ Essential Functions:

- Assist the Project Coordinator with recruitment, orientation, and training of project staff members.
- Oversee the project day-to-day operations and activities including community outreach, networking and youth leadership workshops.
- Coordinate with the Project Coordinator and Community Outreach Workers to develop a youth leadership program curriculum, including youth leader recruitment application, program activities, topics, and workshops.
- Supervise the project Community Outreach Workers and ensure completion of youth leaders' mental health trainings and workshops designed to improve mental health literacy.
- Work with the team in network development to outreach to community organizations and provide mental health education campaign/presentations.
- Participate in outreach events and assist in coordinating and facilitating local education campaign events.
- Assist Project Coordinator in monitoring funding utilization, service delivery, data collection and ensuring timely reports submission to grantor.
- Ensure completion of required documentation including outreach and referral logs, workshop sign-in sheets, monthly reports, outcome measures and any other required documentation.
- Assist in facilitating project team meetings to develop and implement outreach and community engagement plans, youth recruitment and training/workshops, and evaluate outcomes and service delivery.
- Participate in regular meetings coordinated by the grantor, Project Coordinator, community engagement partners, and CDPH-Office of Health Equity (OHE). This includes 4 one-day grant convenings held in Sacramento and Los Angeles.
- Able to work during after-school hours multiple times a week for youth leader meetings and some weekends for community outreach and campaign events.
- Regular attendance required. Frequent driving to/from community locations and some air travel is required.

▪ Minimum Qualifications:

- Familiarity with and immersion in one of the Asian cultural groups as a leader or mentor.
- Experience working with youth a must.
- Bachelor's degree in Social Work, Psychology or other related field from an accredited university preferred. Proof must be submitted. Work experience in social service or behavioral health field may substitute educational requirement.
- Effective verbal and written communication skills. Public speaking experience required.
- Excellent organization and time-management skills.
- Ability to network with community organizations, stakeholders and members.
- Ability to function as a member of an inter-disciplinary team.
- Computer Literacy – ability to use MS Office, Outlook, Adobe programs and any other relevant computer programs that are necessary to fulfill the required job duties.
- Proof of a valid California driver's license and car insurance; Reliable transportation.
- Proof of eligibility for employment. Background check will be required.

- Application: Submit cover letter and resume to employment@apctc.org.
Application closes on 4/26/24 or when position is filled.

Special Service for Groups, Inc. is an Equal Opportunity/Affirmative Action Employer