



Khmer Girls in Action

LIKE A LOTUS, WE RISE

1355 Redondo Ave. Suite 9, Long Beach, CA 90804 • phone: (562)986-9415 fax (562) 986-9416 • www.kgalb.org

Job Title: **Program Coordinator**

Hire Date: Until filled

Terms: Full Time Employee, salaried, exempt

Salary: Commensurate with qualifications and experience

Benefits: Generous benefits package including full medical, vision and dental coverage, and substantial vacation and wellness days

Location: Long Beach, California

Khmer Girls in Action (KGA) mission is to build a progressive and sustainable Long Beach community that works for gender, racial and economic justice led by Southeast Asian and Khmer young women. KGA develops the leadership and power of Southeast Asian youth to lead campaigns to create social change.

The Program Coordinator's primary responsibility is to lead, develop and coordinate KGA's youth leadership development program in Long Beach through training, curriculum development, base-building, and other activities with high school students and participate in KGA's local and statewide organizing campaigns.

For more information about KGA go to www.kgalb.org.

JOB DUTIES & RESPONSIBILITIES

- Lead program development and planning for KGA's leadership development program
- Develop social justice curriculum (including, but not limited to identity, gender, race, class, organizing, etc...)
- Train and facilitate assigned leadership program through weekly student leader meetings
- Conduct outreach and recruit new youth members
- Provide support for regular base building activities with high school students including classroom presentations, phone banking, one-to-one's, and maintaining a healthy base of students leaders in programs
- Supervise and mentor youth members, interns and volunteers
- Provide academic and personal support and connect youth to resources
- Coordinate parent orientation and maintain relationships with youth members' parents
- Track and oversee our membership numbers, coordinate regular one-on-one check-ins with members, and ensure member's individual leadership development goals are met
- Establish and nurture relationship with members, and collaborate with other staff in the holistic and academic development of members
- Participate and/or represent KGA in local, county, statewide or national coalitions, networks, or ally events that build KGA's visibility, community solidarity, and advance campaign efforts
- Support other staff and organization-wide work and events, as needed



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QUALIFICATIONS and REQUIREMENTS

- **Minimum** 2 years of program coordination or relevant experience working in youth development or youth organizing
- Strong commitment to social justice, racial & gender justice and youth empowerment
- Strong interpersonal and team-building skills, particularly with high school students
- Knowledge of Asian/Pacific Islander organizing and service providers in LA
- Strong commitment to social and gender justice and youth self-determination
- Ability to discuss gender roles, sexism, LGBTQ issues, and reproductive & sexual health
- Have a working knowledge of SEA/Khmer history
- Demonstrated experience in designing and implementing trainings and in facilitating meetings
- Demonstrated leadership and can work autonomously or collaboratively with a creative team
- Strong creative, problem-solving, and critical thinking skills
- Ability to handle multiple projects simultaneously and meet deadlines
- Ability to utilize social media platforms to support and communicate organizational work
- Strong organizational skills, attention to detail and follow-through
- Excellent communication skills, both verbal and written – ability to communicate complex ideas in a straightforward, culturally and linguistically appropriate manner
- California drivers license, insurance, and reliable access to car
- Available to work flexible hours, including evenings and weekends

Preferred Qualifications:

- Fluency in a second language, preferably Khmer

HOW TO APPLY

Please send resume and cover letter, demonstrating your interest and qualifications, and at least three references to jobs@kgalb.org with the subject line “Program Coordinator – your name.”

KGA is an equal opportunity employer. People of color, women, people who identify as lesbian/gay/bisexual/transgender and people with disabilities are encouraged to apply.

This position will remain open until filled; early applications are strongly encouraged.