



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: Excellent Benefits package including health insurance (Medical, vision and dental), 403(b) retirement program, and generous sick, vacation, personal, and holiday time off.

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 young women. KGA develops the leadership and power of Southeast Asian youth to fight for racial, economic, and gender justice.

The Program Coordinator's primary responsibility is to lead, develop, and coordinate KGA's Young Men's Empowerment Program (YMEP) in Long Beach through training, curriculum development, base-building, and other activities with high school students and participate in KGA's local, regional, and statewide organizing campaigns.

The YMEP coordinator will be responsible for outreaching to young SEA men to participate in a program that focuses on empowering them around their identities as youth, men, children of refugees, and connecting them to our work around immigrant refugee rights, gender and racial justice so that they can impact change in their personal lives, support and develop deep allyship with women & LGBTQ communities.

The YMEP coordinator will be an integral part of the program staff at KGA, and will play an important role in building a powerful base of young men to work towards economic, racial and gender justice in Long Beach.

JOB DUTIES & RESPONSIBILITIES

ORGANIZING & PROGRAM DEVELOPMENT

- 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



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- 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

QUALIFICATIONS and REQUIREMENTS

The ideal candidate is a seasoned organizer, a strategic campaign planner, and an experienced staff manager and leader with grassroots organizing experience, and experience building, leading and managing teams:

- **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 County
- 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/queer/transgender and people with disabilities are highly encouraged to apply.

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