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.

Position Description: Under the supervision of the Director. An effective Membership Coordinator is energetic, passionate, self-motivated and will be responsible for leading both academic and wellness services for KGA members. The coordinator will provide individualized and collective academic and social-emotional support for all KGA members. The coordinator will also be responsible for leading the youth component’s program such as wellness week and the end of the year closing celebration events.

DUTIES & RESPONSIBILITIES

- Coordinate, implement, and evaluate LIFE Program (i.e. A-G tracking, senior and junior prep programs, gender circles and program related events)
- Lead and oversee organizational events related to campaigns and programs with our staff team.
- Participate in organizing campaigns, programs, and special events.
- Conduct outreach and orientation for potential and new members and assist with retention efforts
- Establish relationships with youth organizations, academic institutions, scholarship programs, and social justice groups to create resources for members
- Research education materials for youth to improve their knowledge about getting into college, financial literacy, career planning, time management, and other related issues
- Formulate long term programmatic goals, objectives, strategies, and long-term sustainability planning
- Write program reports and document program activities, successes and challenges
- Serve as KGA representative at conferences, summits, etc
- Provide program support in other areas and other administrative and service duties as necessary
- Coordinate and establish college and vocational pathways (i.e., college tours, college student panels, one-on-one academic advising, and tutoring programs).
- Collaborate on wellness programs that promote healthy and safe living for youth (i.e., male support group, oversee mental health counseling for youth, sex education, substance abuse prevention, gender circles, restorative justice, etc.)
- Address crisis incidents among youth members in a timely and professional manner (i.e. abuse, violence, mental health, depression).
- Work collaboratively to coordinate training for Program Staff to support members’ academic progress and wellness.
- Communicate with program staff on members academic progress and develop action plans to support their well-being and academic success.
- Help develop and implement funding and fundraising efforts (i.e., grants, and special projects).
QUALIFICATIONS & REQUIREMENTS

- High level of social and emotional intelligence.
- Knowledge of social justice issues and history.
- Excellent written and verbal communication skills.
- Organized and detail-oriented.
- Able to manage and coordinate multiple projects simultaneously and meet frequent deadlines.
- Ability to work independently and as a member of a diverse team.
- Must be computer literate and have experience working with databases, word processing programs, spreadsheets, internet research programs and PowerPoint.
- Understanding LBUSD school district graduation requirements and budgeting and supporting students in advocating for a positive school climate.
- Capacity to work evenings and weekends.
- Programming experience related to academic and wellness services preferred.
- Bachelor’s Degree and/or at least two years of experience working in community setting, especially with youth and/or immigrant/refugee communities.
- Experience with doing academic counseling, mentoring high school students, developing curriculum and/or conducting training.
- Understanding of Southeast Asian communities, specifically the Cambodian community (Khmer speaking a plus).
- Commitment to social justice values and understanding of racism, classism, sexism, heterosexism, ageism, and xenophobia.
- California Driver’s License and transportation.

Preferred Qualifications:
- Fluency in a second language, preferably Khmer.

HOW TO APPLY

Please send a resume and cover letter, demonstrating your interest and qualifications, and at least three references to jobs@kgalb.org with the subject line “Membership 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.