



THE COALITION FOR ASIAN AMERICAN CHILDREN AND FAMILIES

Youth and Parent Program Coordinator

The Coalition for Asian American Children and Families (CACF), the nation's only pan-Asian children's advocacy organization, aims to improve the health and well-being of Asian Pacific American children in New York City. Founded in 1986, CACF advocates for improved policies, funding, and services for children and families of East Asian, South Asian, Southeast Asian, and Pacific Islander backgrounds. CACF is seeking a full-time Youth and Parent Program Coordinator to oversee our high school youth advocacy program (ASAP) and our parent education and mobilizing program (POWER).

Job Responsibilities

- 1. ASAP (Asian American Student Advocacy Project):** Coordinate leadership and advocacy training program for a diverse group of Asian Pacific American public high school students. Refine curriculum and facilitate sessions during summer institute and school-year program. Recruit and retain students. Train high school students to research community needs, develop policy recommendations, mobilize classmates for school campaigns, and deliver briefings to decision-makers. Mobilize students to attend meetings, hearings, and press conferences with elected and appointed officials. Recruit, support, and communicate with Advisory Board.
- 2. Project POWER (Parents Organized to Work for Equal Rights):** Coordinate parent education and parent mobilizing program for a diverse group of Asian Pacific American parents. Develop easy-to-understand, linguistically appropriate brochures and fact sheets on the school, child welfare, and health care systems. Educate immigrant parents on their rights in these by scheduling and conducting workshops at partner agencies, sites of worship, after school programs, community centers, and ESL sites. Train a diverse group of parents on community organizing, advocacy, public speaking, policymaking, and politics. Prepare and coordinate parents to speak at hearings, events, press conferences, media interviews, legislative visits, and lobby days.
- 3. Policy Advocacy:** Support policy advocacy efforts of CACF, including membership meetings, legislative visits, and budget vigils. Coordinate ASAP youth and POWER parents to participate in policy advocacy efforts implemented by other CACF staff. Develop partnerships with Asian Pacific American community organizations and leaders, immigrant advocates, and children's agencies. Testify at hearings, speak at press conferences, implement advocacy campaigns, and participate in advisory boards, as needed.

Qualifications

1. Commitment to Asian Pacific American communities, children's rights, and CACF's mission.
2. Master's degree with 2 years experience preferred or Bachelor's degree with 5 years experience required.
3. Expertise in community organizing, youth development, and/or parent education.
4. Knowledge of education, health, child welfare, youth development, immigration, and racial issues.
5. Excellent speaking, writing, presentation, and critical analysis skills.
6. Capacity to break new ground, to lead, to innovate, to take risks, and to take public stances on issues.
7. Ability to work with a diverse staff and flexibility to work on multiple tasks under pressure.
8. Background in program development, intern supervision, and fundraising preferred.
9. Strong PC, Microsoft Office, and Internet skills.
10. Ability to write and speak an Asian dialect preferred but not required.

Salary and Benefits

Salary is commensurate with experience. Excellent medical, dental, and vision benefits. Four weeks vacation plus 12 holidays, 12 sick days, and 5 personal days per year. Pre-tax deduction for 403(b) plan and Metrocard.

Interested candidates should send a résumé, 4-5 page writing sample, and cover letter with salary history and requirements via fax 212-785-4601 or email jobs@cacf.org. No phone calls, please. You will be contacted only if you are invited for an interview. For further information about CACF, please visit our website at www.cacf.org. CACF is an equal opportunity employer.