COMMUNITY OUTREACH & VOLUNTEER COORDINATOR
SOUTH ASIAN NETWORK, ARTESSA, CA

Position Type: Full Time or Part Time, Non-Exempt | Salary: DOE

About SAN:
The South Asian Network (SAN) is a 32-year old grassroots, community-based, nonprofit organization dedicated to advancing the health, well-being, and civil rights of South Asians living in Southern California. It is the only South Asian organization of its kind, providing outreach, direct services, and advocacy in three key areas: health and well-being, civic engagement, and violence prevention and intervention. SAN embraces the diversity of the South Asian American community as strength and builds unity among South Asian immigrants in Southern California. It also strives to build alliances among the South Asian community and other immigrant communities of color in order to advance a shared progressive agenda for Southern California.

The SAN team is composed of highly dedicated, resourceful, accomplished and diverse individuals who are passionate about issues such as social justice, empowerment, and diversity and inclusivity. While our work atmosphere is casual, we employ the utmost levels of professionalism, excellence and integrity in our work.

For more information about SAN, visit www.southasiannetwork.org.

About the OUTREACH & VOLUNTEER COORDINATOR ROLE:
Type: Full Time or Part Time, Non-Exempt | Salary/Wages: DOE

Reports To: Executive Director and Deputy Director.

Position Responsibilities:
Responsibilities The Community Outreach & Volunteer Coordinator’s primary responsibilities are to build strategic relationships, conduct a variety of outreach activities, and recruit and retain volunteers for all SAN programs. The Outreach and Volunteer Coordinator will work closely with community advocates for the Citizenship & Civic Engagement Unit (CCE), Anti-Violence Unit (AWAZ), the Community Health Unit (CHAI), and the Emotional and Mental Health Unit (EMH).

- Create and implement annual outreach plan
- Work with programming staff to develop marketing plans to recruit new volunteers and clients in line with organizational objectives
- Oversee and coordinate monthly SAN newsletter
- Attend and conduct outreach at relevant community meetings and events
- Schedule and conduct presentations/outreach events every month
  - on SAN Programs
  - Domestic Violence/Sexual Assault
  - Civic Engagement 101
- Maintain relationships with collaborative partners and community leaders, and cultivate new partnerships for workshops, outreach, and reaching clientele
- Increase civic engagement opportunities for volunteers and community members through partnerships and events
- Coordinate special events for SAN
- Create flyers on Canva

Volunteers:
- Recruit, place, retain and support SAN volunteers and manage the volunteer database
- Develop training materials and curriculum for prospective volunteers
- Create and implement volunteer recognition activities. These activities include: Annual volunteer appreciation events

- Perform other duties as assigned

**Required Qualifications:**

- Minimum of two years of experience in successful community outreach/recruitment and volunteer recruitment;
- Excellent public speaking and presentation skills;
- Ability to connect with others and build strong relationships;
- Ability to work and communicate effectively in diverse environments;
- Committed to SAN’s mission of empowering South Asians in Southern California;
- Highly organized, analytical, competent in computer skills – proficient in Microsoft Office, Excel, Canva
- Ability to perform several tasks concurrently, time management and organizational skills;
- Ability to support, network, and motivate, staff, volunteers, and clients;
- Ability to maintain confidential information; and
- Ability organize and maintain detailed records, complete necessary paperwork, and meet deadlines; and
- Must have valid California driver’s license, insurance, and automobile that may be used during working hours.
- Be available to work some nights and weekends

**DESIURABLE QUALIFICATIONS:**

- Previous experience working with the South Asian community strongly preferred
- Bilingual skills highly preferred (English + South Asian language)

To apply, please email a cover letter, resume, and writing sample to: saninfo@southasiannetwork.org.

**Application deadline:** Rolling Basis

*The South Asian Network is an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.*