



## **Community Outreach & Volunteer Coordinator** **South Asian Network Location: Little Bangladesh**

**Position Type: Full Time, Non-Exempt | Pay: \$25/hour**

### **About SAN:**

The South Asian Network (SAN) is a 35-year-old grassroots, community-based nonprofit organization dedicated to advancing the health, well-being, & civil rights of South Asians living in Southern California. In July 2023, SAN opened the Bangladeshi Community Development Center in downtown Los Angeles to support the growing South Asian immigrant community. SAN provides culturally & linguistically responsive outreach, direct services, & advocacy in the areas of:

- Health & well-being (CHAI)
- Immigration legal assistance & civic engagement (CCE)
- Mental health & emotional wellness (EMH)
- Gender-based violence prevention & intervention (AWAZ)
- Small business support & economic empowerment (SABZ)

SAN celebrates the diversity of South Asian communities & builds unity among immigrants from Bangladesh, India, Pakistan, Nepal, Sri Lanka, Bhutan, & Afghanistan. For more information, visit [www.southasiannetwork.org](http://www.southasiannetwork.org).

### **About the Outreach & Volunteer Coordinator Role:**

**Type:** Full Time, Non-Exempt | **Salary/Wages:** \$25/hour

**Reports To:** Outreach Manager & Director of Programs

The **Community Outreach & Volunteer Coordinator** will lead efforts to expand SAN's visibility, partnerships, & volunteer engagement in the Little Bangladesh & greater LA area. The Coordinator will:

- Build & maintain strategic relationships;
- Conduct outreach & community education; &
- Recruit, train, & retain volunteers across all SAN programs (CCE, AWAZ, CHAI, EMH, SABZ, & SYP).
- Support SAN programs with event/training outreach

This position requires flexibility to work evenings & weekends as community & SAN events often occur during these times. As a non-exempt employee, hours may be flexed accordingly.

### **Key Responsibilities:**

#### **Outreach & Community Engagement**

- Develop & implement an **annual outreach plan** – continuously update
- Conduct outreach at schools, colleges, universities, faith-based institutions, cultural centers, & community events, door to door at apartment complexes, ethnic grocery stores, street outreach, etc.
- Build & sustain relationships with collaborative partners & community leaders; cultivate new partnerships for workshops & events.
- Coordinate & support major SAN events such as **Awaz-e-Art, Queer Bazaar, Health Fairs, & State of Little Bangladesh**, as well as unit-based workshops & tabling events.
- Utilize social media, Canva, & other tools to support outreach visibility & engagement campaigns.
- Deliver community presentations on SAN programs/services, GBV, civic engagement & voter education

## Volunteer Coordination

- Recruit, onboard, & manage volunteers across SAN programs.
- Maintain & update the **volunteer database**.
- Develop volunteer training materials & orientation curriculum.
- Organize **volunteer appreciation activities** (e.g., annual recognition events).

## Civic Engagement

- Increase civic participation opportunities for South Asian community members through strategic partnerships & outreach events.

## Required Qualifications:

- **Fluency in a South Asian language (spoken & written)** required; proficiency in an additional South Asian language preferred.
- Minimum **2 years of experience** in community outreach, event coordination, or volunteer management.
- Excellent **public speaking, presentation, & relationship-building** skills.
- Familiarity with the Los Angeles **South Asian community & culture**.
- Strong organizational skills; ability to manage multiple projects & deadlines.
- Proficiency in **Microsoft Office, Google Suite, & Canva** (graphic design basics).
- **Reliable transportation, a valid CA driver's license, & proof of insurance.**
- Commitment to SAN's mission & values of **equity, inclusion, & empowerment**.
- Willingness to work evenings & weekends as needed.

## Physical Requirements:

- Prolonged periods of sitting at a desk & working on a computer.
- Must be able to lift up to 15 pounds at times.

**To Apply:** Email your cover letter, resume, & a brief writing sample to [saninfo@southasiannetwork.org](mailto:saninfo@southasiannetwork.org) with the subject line: "Outreach & Volunteer Coordinator – LA Office."

## Equal Opportunity Statement

*The South Asian Network provides equal employment opportunities to all employees & applicants for employment & prohibits discrimination & harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*