Position Title | Position ID | Sector
--- | --- | ---
Coordinator of AAPI Safety Initiatives | 22-03-10004 | Program Management, Engagement, Public Safety

Reports to | Employment Type | Location
--- | --- | ---
Manager, Community Engagement | Non-Exempt | Brooklyn, NY (Sunset Park)

**About AMPHS**

Academy of Medical & Public Health Services (AMPHS) is a Brooklyn-based, nonprofit organization dedicated to eliminating barriers to accessing healthcare for immigrants and other underserved communities in NYC. Every year, we proudly serve and connect more than 10,000 New Yorkers to healthcare systems. For more information, please visit [www.amphsonline.org](http://www.amphsonline.org) or follow our work at [www.facebook.com/AMPHS.NYC](http://www.facebook.com/AMPHS.NYC).

**Position Description**

The Coordinator of AAPI Safety Initiatives will spearhead community engagement efforts to combat rising hate crimes against Asian-American Pacific Islander communities. The ideal candidate is a seasoned program coordinator and outreach organizer, and an exceptional communicator, relationship manager, and facilitator. He or she will also be responsible for managing a team of volunteers. The Coordinator reports directly to the Manager of Community Engagement.

Responsibilities include, but are not limited to:

- Coordinates special AAPI safety initiatives, including self-defense, upstander/bystander intervention, and crime reporting workshops; a safety volunteer program; business safety zones; resource directories; and solidarity-building activities (i.e. storytelling/spoken word sessions, cultural shares, etc.)
- Coordinates and implements outreach strategies to enhance visibility of AMPHS programs and respond to current events/policy changes affecting AMPHS constituents.
- Develop safety outreach and education materials.
- Recruit, train and oversee a team of safety volunteers who provide interpretation support and safety accompaniment to vulnerable residents.
- Manage safety volunteer program hotline.
- Builds and maintains partnerships with community-based organizations, government offices, and community stakeholders to enhance collaborative outreach efforts.
- Tracks outreach engagement activities using both qualitative and quantitative reporting methods.
- Serves as the point of contact with outreach partners and funders.
- Other duties as assigned.
Coordinator,
AAPI Safety Initiatives
Job Description

Minimum Qualifications:

- **Experience:** Minimum of two (2) years of related experience in coordination and outreach or organizing.
- **Education:** Bachelor’s degree required; Master’s degree in a related field preferred.
- **Competent technology skills,** including proficiency with Microsoft Office (Word, Outlook, Excel, PowerPoint) and digital research, and visual design, including knowledge in programs like Canva and Adobe Suite (Photoshop, InDesign).
- **Language** - Bi-lingual language skills in Chinese Mandarin, Cantonese and/or Fujianese preferred.
- Excellent time management skills and the ability to prioritize work.
- Demonstrated cultural competence with respect to South Brooklyn’s diverse Chinese, Latino and Arab communities.
- Excellent written, verbal and interpersonal communication skills.
- Strong organizational skills with the ability to multi-task.
- Proof of COVID-19 immunization required for in-person work as mandated by NYC DOHMH.

Time Commitment:

- This is a flexible part-time or full-time position that requires Saturday availability and occasional weekday evenings. AMPHS’ office is open Tuesday to Saturday 10 AM - 6 PM.
- This opportunity is funded through an annual grant with opportunities for renewal thereafter.

Compensation:

- **Annual Salary Range:** $50,000 - $55,000, commensurate with experience. Part-time rate will be prorated.
- **AMPHS’ compensation package** includes health insurance stipends, professional development opportunities, and time-off. There are opportunities to learn from industry experts to help you advance in the field of public health, health and education policy, immigration and nonprofit administration.

To Apply

Sounds like you? Send your cover letter, resume, 1-2 page writing sample, and most recent transcript (if still in school or recent graduate) to personnel.resources@amphsonline.org for immediate consideration. We will accept applications on a first-come, first-served rolling basis.

**Equal Opportunity Employer**

AMPHS is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.