API Chaya
Job Opening – Volunteer Coordinator + Community Organizer

Job Title: Community Organizer
Job Classification: 1.0 FTE (35 hours/week)
Position Reports To: Community Organizing Program Manager

API Chaya empowers survivors of gender-based violence and human trafficking to gain safety, connection and wellness. We build power by educating and mobilizing Asian, South Asian, Pacific Islander, and all immigrant communities to end exploitation, creating a world where all people can heal and thrive. This work is done through organizing our communities to end violence and oppression, as well as through support services for survivors. We work in diverse communities, including immigrants and refugees, young people, LGBTQ, faith-based, and various ethnic and cultural groups and people with disabilities.

API Chaya is seeking a Volunteer Coordinator/ Community Organizer to engage volunteers and mobilize communities through culturally-specific projects towards building skills and leadership of community members to respond to gender-based violence. This person will create systems to track volunteer activity and supervise them in their tasks. This person must be committed to working within marginalized communities of color and be aligned with API Chaya’s mission.

ESSENTIAL JOB DUTIES

Volunteer Coordination
● Develop and maintain relationships with API Chaya volunteers through regular trainings, gatherings, 1:1s and communication
● Collaborate with API Chaya’s community organizing team to develop and conduct the monthly Community Education Series (CES) and semi-annual Natural Helpers (NH) training
● Overall coordination and evaluation of Natural Helpers training and Community Education Series
● Screen new volunteers and coordinate volunteer placement in various programs
● Supervise volunteers and natural helpers to work collaboratively on short and long term projects
● Respond to volunteer requests from staff and coordinate volunteers for larger API Chaya events (2-4 per year)
● Maintain and improve volunteer data including volunteer activities, hours, access needs and areas of interest
● Partner with Language Access Coordinator on training multilingual Natural Helpers cohort
● Provide on-going support, feedback and recognition for volunteers

Community Organizing & Outreach
● Build relationships with community leaders and organizations to create effective partnerships towards long-term community responses to gender based violence and trafficking
● Implement and carry out external communications (i.e., social media, weekly newsletter)
● Prepare monthly program reports, and assist in grant reports as needed

QUALIFICATIONS
● 2 years of experience project management or volunteer coordination
● Understands Asian & Pacific Islander cultures; familiarity with conditions and issues impacting immigrant and refugee communities
● Commitment to anti-oppression, including anti-racism
● Social media and communication skills
● Experience in data management
● Strong sense of teamwork, with ability to interact collaboratively with a diverse set of program staff and coalition partners.
● Strong analytical skills, detail oriented with fastidious organizational skills within a dynamic environment of shifting priorities
● Self-motivated, able to manage multiple projects, prioritize and meet deadlines
● Great public speaking skills and experience in planning and facilitating trainings
● Ability to maintain appropriate confidentiality and boundaries with staff and community
● Able to multitask and work in a flexible, evolving environment; willing and able to work evenings and weekends
● Capacity to work remotely and engage deeply over Zoom and other virtual platforms

DESIRED QUALIFICATIONS
● In-depth knowledge of sexual assault and domestic violence within an anti-oppression framework
● Bilingual or multilingual
● Experience in implementing communication strategies
● A valid driver's license and reliable transportation

API Chaya is an equal opportunity employer and does not discriminate on the basis of race, disability, ethnicity, age, religion, gender identity, or sexual orientation. We welcome you to bring your full selves to the interview process. Survivors of sexual assault, domestic violence, and/or human trafficking encouraged to apply.

We are located in a confidential location in Seattle, WA. Our office is wheelchair-accessible, and we aim to have a scent-free space. We also provide interpretation and/or CART for Deaf & hard of hearing folks. We welcome employees to bring their full selves to work and strive to make our office as accessible as possible.

COMPENSATION
Full time (1.0 FTE) compensation is planned to be offered at $56,809- $63,121. Generous personal leave and benefits package including paid vacation, personal holidays, self-care days, sick leave, retirement contributions, and agency-paid medical, dental, and vision insurance.

TO APPLY
We would like to fill this position as soon as possible, open until filled. Please send a chronological resume and cover letter explaining: (1) What experience, skills, and personal characteristics qualify you for this position; (2) Why the mission and work of API Chaya appeals to you; and (3) Why the Volunteer Coordinator position at API Chaya is the desired next step in your career.

Please submit your resume and cover letter to hr@apichaya.org with the subject “Volunteer Coordinator Application” in the subject line.