

## SPECIAL SERVICE FOR GROUPS

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**Title:** Assistant Project Coordinator

**Division:** APIFM

**FLSA:** Non-Exempt, 20 hrs/wk

**Supervisor:** Program Manager

**Pay Range or Rate:** \$25.75/hr

**Revised:** N/A

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### Summary

Asian Pacific Islander Forward Movement (APIFM) is a division of Special Service for Groups (SSG), a non-profit health and human service organization dedicated to building and sustaining community-based programs that address the needs of vulnerable communities. APIFM's mission is to cultivate healthy, long-lasting, and vibrant Asian and Pacific Islander communities through grassroots organizing. Programming focuses on four main areas: (1) Healthy food access and education, (2) Active living and transportation, (3) Culture and community health, and (4) Environmental justice.

APIFM has established a regional food hub called Food Roots which connects local and sustainably grown Asian specialty produce to community institutions in L.A. while supporting Asian American farmers. Over the next 2 years, Food Roots will distribute thousands of pounds of fresh food to K-12 schools, health clinics, early childhood education centers, parks, and other CalFresh approved sites. Food Roots will leverage relationships with its existing local farmer network and build new partnerships with wholesale produce distributors, gleaners, and food recovery/rescue organizations to source fresh produce for distribution to assigned sites.

Under direct supervision from the APIFM Program Manager, the Assistant Project Coordinator will be responsible for outreach, recruitment, and training of interns/volunteers to assist with produce distribution events at assigned parks and CalFresh Health Living sites; conduct taste tests and pass out nutrition education materials; assist the Program Manager with coordination of produce distribution events, community needs assessments, and program evaluations.

### Essential Functions

#### Administration (20%)

- Collect, evaluate, and report participant needs and program outcome data.
- Recruit, train, and manage volunteers from the neighborhoods where programming is based.
- Attend regular meetings, webinars, conferences, and trainings with the L.A. Department of Public Health (LAC-DPH).

#### Programmatic (80%)

- Assess community needs and assets.
- Build/maintain relationships with community partners and residents.
- Coordinate outreach, recruitment, and registration for community food distribution events/programs.
- Prepare and conduct taste tests at community produce distribution events.
- Coordinate translation to ensure that materials and outreach is responsive to the cultural and language needs of community residents.
- Organize and distribute nutrition education materials, healthy recipes, and other CalFresh Healthy Living resources to community members
- Assist the Food Roots program with distribution which includes:
  - Carry & lift produce boxes, coolers, containers (can weigh between 20-65 lbs).
  - Sort & repack produce.
  - Assist with produce distribution events at parks and CalFresh approved sites.
  - Safe handling of all produce/food items in accordance with all local, state, and federal food safety rules/regulations.
- Work with the Program Manager to determine where additional support is needed.

**Minimum Qualifications - Knowledge, Skills and Abilities Required**

- Must be able to work effectively independently as well as in a team.
- Must possess excellent written communication skills.
- Must have the ability to organize and manage multiple priorities.
- Must have excellent interpersonal and communication skills with the ability to work with a wide range of diverse groups and individuals including coworkers, interns, community members, volunteers, and staff from various agencies.
- At least 2 years of experience working in the public or nonprofit sector.
- At least 2 year of experience conducting community outreach in low-income, multiracial neighborhoods.
- Must have a valid class C driver’s license, proof of insurance, and a reliable source of transportation.
- A Bachelor’s degree with experience in public health, community health, nutrition, or other associated disciplines.
- Verification of employment eligibility and background check required.

**Preferred:**

- At least 2 year of experience working with AANHPI communities.
- Ability to speak, read, and write in an Asian or Pacific Islander language spoken in LA County.

**Non-Essential Qualifications - Knowledge, Skills and Abilities**

- Proficiency in Microsoft office, G Suite, Canva, and Adobe Suite preferred.
- ServSafe or equivalent basic food handler’s certification is a plus.

**Supervisory Responsibilities**

Yes, interns and volunteers who will assist with community produce distribution events.

**Environmental Conditions (Working Conditions)**

- Exposed to high levels of vehicular traffic (cars, trucks, and buses)
- Exposed to weather conditions prevalent at the time,
- Exposed to high noise levels (street and traffic noise)
- Exposed to physically demanding situations (specifically the lifting of heavy produce boxes and coolers)
- Exposed to mentally demanding situations (including but not limited to: emergency situations, accidents, and stress)

**Physical Requirements**

Will typically spend time sitting, standing, walking, driving, carrying (max. 60lbs), listening, and speaking.

**Mental Requirements**

Must be able to handle any/all of the following: constant distractions, interruptions, emergency situations, accidents, and uncontrollable changes in priorities/work schedules. Must be able to process information, think, and analyze situations in short periods of time. Must be able to comprehend and follow instructions, maintain work pace appropriate to given workload, and relate to other people beyond giving and receiving instructions.

**Application Procedure**

To apply, please send your resume and a brief cover letter about relevant skills and experience to info@apifm.org. Please input [Position Title – Your Full Name] as your email subject.

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I have been given a copy of this Job Description. I understand that I may be asked to perform duties not listed on the description and that management may change this position description at any time, according to Agency needs.

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Employee’ Signature

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Date