

**Chinese for Affirmative Action
Community Advocate
Job Announcement
San Francisco, CA
February 2012**



About the Organization

Chinese for Affirmative Action was founded in 1969 to protect the civil rights of Chinese Americans and to advance multiracial democracy in the United States. Today, CAA is a progressive voice in and on behalf of the broader Asian Pacific Islander (API) community. We advocate for systemic change that protects immigrant rights, promotes language diversity, and remedies racial injustice.

At the grassroots level, our community building work nurtures the ability of immigrants to participate fully in civic life. These activities include leadership development for monolingual public school parents, employment services for limited-English proficient newcomers, outreach for immigrant legal services, and community education underscoring issues that impact our constituency.

CAA leads advocacy to improve public policy and to inform public discourse. We produce community-based research, publish policy analyses and recommendations, shape opinion through ethnic and mainstream media, and organize to engage elected and government officials.

Areas of Responsibilities

Under the supervision of the Director of Community Initiatives, the Community Advocate will play a key role in expanding CAA's membership and activating a base of individuals to strengthen their communities.

Through various strategies, the Community Advocate supports members to get involved in the organization, deepen their skills and abilities, and build power among low-income and communities of color. The Community Advocates plays a crucial role in developing leadership of members to engage in issues including equitable education, language access, workforce development, and immigrant rights.

Key Responsibilities

- Recruit and retain members in targeted neighborhoods to engage in community initiatives and activities;
- Develop and implement advocacy trainings that build leadership and skills among community members to effectively participate in organizing and action strategies;
- Create and implement program development, implementation and evaluation plans;
- Develop informational materials and advocacy strategies for outreach and media campaigns;
- Develop relationships and collaboration with local groups, community leaders, public officials;
- Conduct community based research and analysis to identify issues affecting low-income and immigrant communities;
- Write reports to demonstrate progress and impact; and
- Represent CAA at community events and public hearings.

Qualifications

- Bachelor's degree in political science, ethnic studies, sociology or related field desired.
- Oral fluency in Cantonese required, written fluency in Chinese a plus.
- Two years experience in developing and implementing grassroots advocacy campaigns.
- Experience in developing leadership development curriculum and trainings, a plus.
- Commitment to social justice and to CAA's core values.
- Experience working in low-income and immigrant communities.
- Strong culturally competent facilitation and conflict resolution skills.
- Excellent inter-group, communication and analytical skills.
- Ability to work both independently and commitment to working as part of a team.
- Willingness to work flexible hours- including weeknights and weekends.
- Ability to work in fast paced environment.
- Proficiency with word processing, email and other computer programs.
- Have a valid driver's license. Access to a car, a plus.

How To Apply

Please send resume and cover letter to employment@caasf.org.

Visit our website at www.caasf.org, www.aacre.org, and www.apiequality.org to learn more about our work. CAA is an equal opportunity employer. Women, people of color, and LGBTQ individuals encouraged to apply.