

**Chinese for Affirmative Action  
Job Announcement  
Community Advocate - Employment Program  
April 2019**



**Position:** CAA Community Advocate - Employment Program  
**Salary:** Starting at \$49,900 with benefits  
**Hours:** Full-time; 40 hrs/week  
**Deadline:** Applications reviewed on a rolling basis

### **Organization Background**

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 American and Pacific Islander (API) community. We advocate for systemic change that advances equity and addresses challenges facing our community.

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

CAA also 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.

Lastly, CAA supports social justice movement building through its participation in Asian Americans for Civil Rights and Equality, a network of progressive Asian American groups that share resources and support collaborative work.

### **Position Summary**

The CAA Employment Program Community Advocate works as part of a team to support limited-English proficient Chinese immigrant community members in building economic stability and self-sufficiency with job-readiness services and referrals towards job trainings and placements. The Community Advocate is primarily responsible for conducting outreach, recruitment, and intake for prospective job seekers; providing job readiness services, referrals, and job placement of these individuals in various sectors and industries; and providing digital literacy and financial literacy support to community members.

The Community Advocate will also assist in program development of the workforce program, including program planning to improve and strengthen the work, as well as informing CAA's workforce advocacy strategies. The Community Advocate will also be responsible for supporting organization wide events and community engagement activities across program areas related to community initiatives, leadership development, advocacy, and outreach.

## **Key Responsibilities**

- Provide the spectrum of direct services on workforce development and job readiness to working class, LEP, Chinese immigrants:
  - Coordinate and conduct outreach and recruitment activities;
  - Conduct intakes and assessments for community members seeking employment;
  - Support job seekers with job readiness services including support through application processes, resume writing, interview preparation, arranging interviews, job retention skills; and computer lab/digital literacy;
  - Refer qualified applicants to employers and training programs, and conduct necessary follow-up for placement and retention;
  - Conduct workshops and presentations as they relate to supporting economic stability;
- Based on the provision of direct services, and knowledge of the community, inform CAA's workforce advocacy efforts;
- Participate and represent CAA in Collaborations related to workforce development:
  - Initiate and maintain contacts with employers, industry, and union representatives, and job placement/training agencies to promote participant placement;
  - Represent CAA and our community base at coalition meetings and community events;
- Administration
  - Create and maintain client files, ensure that compliance forms are accurate and complete, and report on client progress; and
- Planning, coordination, and staffing of CAA events, cross program and organization wide, such as community workshops, outreach opportunities, leadership development training meetings, and CAA-wide events, which often take place on evenings and weekends.

## **Qualifications**

- Oral fluency in Cantonese required, additionally, Mandarin a plus;
- Experience in providing job counseling, assessment, and job placement services to a low-income and limited English-proficient immigrant communities;
- Strong computer skills and familiarity with Microsoft Office Suite, particularly Microsoft ACCESS, and Google platform, familiarity with Salesforce a plus;
- Excellent English writing and communication skills;
- Ability to work both independently and as part of a larger team;
- Strong organizational skills with attention to details;
- Commitment to CAA's mission and goals;
- Knowledge of social justice issues impacting Asian Pacific Islander communities;
- Availability to work occasional evenings and weekends as needed.

## **How To Apply**

To apply, please email a cover letter and resume to [employment@caasf.org](mailto:employment@caasf.org). In the subject line, please write "Community Advocate - Employment Program". For more information about CAA and AACRE, please visit [www.caasf.org](http://www.caasf.org) and [www.aacre.org](http://www.aacre.org).

*CAA is an equal opportunity employer. Women, people of color, LGBTQ individuals, and immigrants are encouraged to apply. We will consider for employment qualified applicants with arrest and conviction records.*