



## **Position Announcement**

### **SPECIAL PROJECTS COORDINATOR**

#### **Organization Background:**

The Southeast Asia Resource Action Center (SEARAC), founded in 1979, is a national organization advancing the interests of Cambodian, Laotian, and Vietnamese Americans through leadership development, capacity building, and community empowerment. SEARAC fosters the development of nonprofit organizations led by and for Southeast Asian Americans and serves as a coalition-builder and leader, carries out action-oriented research projects, and strengthens the capacity of community-based organizations such as mutual assistance associations (MAAs) and faith-based organizations (FBOs). We also foster civic engagement among Southeast Asian Americans and represent our communities at the national level in Washington, DC and on the statewide level in California.

#### **Position Summary:**

SEARAC is seeking a full-time Special Projects Coordinator to provide administrative, programmatic and logistical support to SEARAC's advocacy, communications, and administrative departments. This position will provide opportunities to learn about multiple aspects of SEARAC's work. The Special Projects Coordinator will report directly to SEARAC's Director of Policy.

**Location of Position:** Washington, DC

#### **Major Responsibilities:**

- Work in collaboration with SEARAC's Advocacy Team in order to provide them with additional support. Examples of this work include, but will not be limited to:
  - Conducting policy-related research
  - Scheduling meetings
  - Assisting with planning related to trainings and meetings conducted by SEARAC's Advocacy Team
  - Attending hearings and meetings and identifying potential next steps for SEARAC
  - Maintaining program files
- Work in collaboration with SEARAC's Communications Director in order to provide her with additional support. Examples of this work include, but will not be limited to:
  - Maintaining SEARAC's media database
  - Assisting with the drafting of documents, including press releases, newsletter articles, and website entries
- Work in collaboration with SEARAC's Director of Development and Operations in order to provide her with additional support. Examples of this work include, but will not be limited to:

- Assisting with funding opportunities research
- Assisting with scheduling meetings with funders
- Maintaining schedule of all reports to be submitted to funders
- Carry out additional duties as directed by supervisors

**Requirements:**

- Undergraduate degree
- Commitment to working on social justice issues
- Strong verbal and written communication skills
- Experience coordinating projects
- Strong multi-tasking skills
- Demonstrated strength working with a team of people
- Strong computer skills
- Experience working with nonprofit organizations

**Compensation:** Commensurate with experience, plus a strong benefits package.

**Application Submission Date:** March 12, 2010

**Application Procedure:** Please e-mail, fax, or mail as a complete package - resume, cover letter, one writing sample, and three references to:

Eileen Morrison  
SEARAC  
**Attn: Special Projects Coordinator**  
1628 16<sup>th</sup> Street, NW  
Washington, D.C. 20009  
Phone: 202-667-4690  
Fax: 202/667-6449  
E-mail: eileen@searac.org

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