



Position Announcement

Education and Training Manager

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.

Position Summary: Reporting to SEARAC's management team, the Education and Training Manager will provide a wide range of training, public education, and technical assistance to Southeast Asian (SEA) American communities and organizations serving older adults in California. S/he will be a highly skilled professional with a broad range of training and project management skills. S/he will have primary responsibility for implementing SEARAC's *Healthy Elders Leadership Project* (HELP) in California's Central Valley and SEARAC's *Refugee Elders Advancing Leadership* (REAL) Project in the Central Valley and in the Bay Area. In addition, s/he will support all of SEARAC's programming in California as needed. HELP is a project focused on three interrelated activity areas: building the elders programming capacity of SEA community organizations through training, technical assistance, and modest grants that enable the organizations to establish funded, structured programs for elders; opening of access to publicly funded services to SEA elders and their families; and, creating new cadres and networks of community leaders to ensure that public institutions and other decision makers attend to the needs of SEA elders and communities, especially in the area of health access and health care. The REAL Project provides civic engagement and grassroots advocacy trainings for refugee elders.

Location of Position: SEARAC California Office - Sacramento, CA

Major Responsibilities:

- In coordination with SEARAC staff and project partners, provide training and technical assistance in organizational development and community education topics related to improving the elders services of the MAA/FBO partners

- Participate in planning and implementation of project activities and regional advocacy trainings for SEA elders and friends in the Bay Area, Sacramento, the Central Valley, and other designated areas
- Develop and implement civic engagement, grassroots advocacy, and community organizing training opportunities for Southeast Asian American elders
- Take the lead on data collection, drafting and submission of reports to funders
- Represent SEA American concerns with state and local decision makers as necessary
- Carry out additional duties as directed by supervisors

Required Qualifications:

- Relevant experience working with SEA MAAs/FBOs or other community-based groups in California
- At least two years experience working with SEA Americans in California
- Experience providing training and technical assistance to community-based groups
- Experience with advocacy and/or community organizing with immigrant and refugee groups
- At least two years experience with program planning and grant administration
- Excellent verbal and written communication abilities
- Experience in budgeting, financial management, and project reporting
- Demonstrated ability to work with minimal direction supervision
- Undergraduate degree
- Knowledge of SEA cultures and languages

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

Starting Date: As soon as possible.

Application Procedure: Please e-mail, fax, or mail all three - resume, cover letter, and two-page writing sample to:

Naomi Steinberg
 SEARAC
Attn: Education and Training Manager Job Search
 1628 16th Street, NW
 Washington, D.C. 20009
 Phone: 202-667-4690
 Fax: 202/667-6449
 E-mail: naomi@searac.org

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