



SEARAC
JOB ANNOUNCEMENT

Program Manager

ABOUT SEARAC

Founded in 1979, the Southeast Asia Resource Action Center (SEARAC) is a national civil rights organization whose mission is to empower Cambodian, Laotian, and Vietnamese American communities to create a socially just and equitable society. As representatives of the largest refugee community ever resettled in the United States, SEARAC stands together with other refugee communities, communities of color, and social justice movements in pursuit of social equity.

SEARAC is a leading advocacy voice on issues that affect Southeast Asian American (SEAA) communities. Our organization helped lay the foundation for the country's first formal refugee resettlement system and pushed the U.S. to welcome refugees and protect their human rights and dignity after decades of war, persecution, genocide, and violence. Our advocacy continues to uplift the voices, resilience, and needs of our communities, and is grounded in deep community engagement with partners and individual advocates.

ROLE OVERVIEW

The main responsibility of the Program Manager is to lead the planning and execution of SEARAC's flagship field programs and convenings and the development of community education materials. They will implement comprehensive plans that include events management, training, program management, and support with community engagement to educate and mobilize SEARAC constituents on SEARAC's campaigns (including phone banking, social media, and digital organizing).

The ideal candidate will have strong execution skills with a proven ability to learn quickly, connect directly with constituents, and adapt to changing conditions. The ideal candidate will

have excellent organizational and communication skills (written and interpersonal), be level-headed, and have strong attention to detail.

The Program Manager reports to the Director of Field and is a member of the Field Team alongside the Campaign Manager. Candidates located in the Washington, DC-metro area are preferred but remote work options will be considered for strong candidates.

RESPONSIBILITIES

Building leaders

- Coordinate, plan, and execute SEARAC's national convenings, community calls, LAT, LEAF, and Equity Summit – including events management, program development, and logistics – in strong collaboration with the field and policy teams. Major responsibilities include:
 - *Events Management*
 - Coordinate services for events, including accommodations and transportation for participants, facilities, catering, signage, displays, special needs requirements, printing, and event security
 - Negotiate contracts with service providers and suppliers such as hotels, convention centers, and speakers
 - Manage training and conference web presence^[SEP]
 - Coordinate registration of conference participants
 - Recruit volunteers, speakers, and facilitators for events
 - *Outreach*
 - Create and execute outreach and recruitment strategy for events
 - Work with the policy team to review and process applications for trainings
 - Communicate with program applicants and attendees
 - *Program Development*
 - Work with the field and policy teams to refine training curriculum to meet the needs of participants.
 - Work with the field and policy teams to develop programming to advance SEARAC's policy priorities.
 - Facilitate channels to solicit and integrate community input for SEARAC's programs.
- Manage all program components and deadlines of SEARAC's national convenings, community calls, LAT, LEAF, and Equity Summit to ensure completion of goals and objectives; coordinate with team members as necessary to accomplish goals.
- Lead and execute evaluation for SEARAC's national convenings, community calls, LAT, LEAF, and Equity Summit including compiling participants' pre- and post- training surveys and evaluating events for reporting and ongoing improvement.

Community engagement and mobilization

- Support with execution of community engagement activities (e.g. monthly calls, listening sessions), outreach to local organizations, and responses to community education requests.
- Support in managing and analyzing data to inform community engagement and mobilization.
- Participate in coalition calls and policy convenings to provide field support/perspective as needed.

Program and Financial Management

- Monitor program budgets including LAT, LEAF, Equity Summit, financial literacy sub-grants, etc.
- Develop and disburse sub-grants to partners as needed and monitor sub-grant reporting and outcomes in collaboration with field and policy team members.

Supervision

- Manage volunteers and interns as needed.

Other

- Work with SEARAC staff and board members as necessary to reach SEARAC's vision and mission.
- The Program Manager may have other duties as specified by the Director of Field or Executive Director.

EXPERIENCE/SKILLS REQUIRED

- Experience and cultural competence working in the AAPI community in a social justice context.
- Demonstrated ability to build relationships with diverse stakeholders.
- Ability to work effectively across diverse and marginalized communities and to bring in allies from across diverse communities.
- Ability to plan and execute multiple, simultaneous events and programs.
- Experience managing event / program budgets.
- Solutions oriented, with a lens of possibility and abundance as opposed to negativity and scarcity.
- Ability to exercise creativity and willingness to bring creative perspectives to program development, program management, and relationship/community building efforts.
- Strong organizational and communication skills (written and interpersonal).
- Ability to prioritize work appropriately and adapt to changing priorities.
- Ability to excel both independently and collaboratively.
- Open to learning and growing with a small, dynamic and fast-paced organization.
- Ability to work flexible hours and travel.
- Bachelor's degree or equivalent work experience.

EXPERIENCE/SKILLS PREFERRED

- Past experience working with community-based organizations, or leading/contributing to programs and events.
- Strategic thinking to be a helper in spotting opportunities and thinking of smart ways to move our issues forward.
- Group facilitation and training.
- Curriculum development with a focus on participatory approaches.
- Program evaluation including basic data analysis and Excel experience.
- Ethnic media background – experience working with ethnic media outlets.
- Comfort with various forms of data ranging from Google analytics to CRM data.

EDUCATION

B.A. or equivalent four-year degree required. An equivalent combination of education and experience may be accepted as a satisfactory substitute for the specific education and experience listed above.

COMPENSATION

Salary range \$60,000 - \$70,000 dependent upon experience. Strong benefits package including medical insurance, 403(b) retirement fund with match of up to 3% of an employee's annual salary, 10-week sabbatical leave upon completion of 5 years of employment, and 4 day / 32 hour work week.

Application Deadline

Priority deadline: Oct. 19, 2021

Preferred start date: December 1, 2021

Application Process

Those interested in this position may apply by submitting a letter of interest, resume, and brief writing sample (no more than 3 pages). Electronic application packages are encouraged and should be sent in PDF format. Please include "Program Manager" in the subject line.

Please address all application materials to:

E-mail: application@searac.org

Southeast Asia Resource Action Center (SEARAC)

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