



## **PROGRAM COORDINATOR, ADVOCACY JOB ANNOUNCEMENT**

**TITLE** Program Coordinator, Advocacy  
**FLSA STATUS** Non-Exempt  
**PAY CLASS** Full-Time  
**REPORTS TO** Program Manager  
**LOCATION** Hybrid

### **Who is Charitable Ventures?**

Charitable Ventures was created to make sure nonprofits are resilient, effective, and empowered so they can serve their communities when they are needed most. Aiming to make our community more socially, racially, and economically just, our employees guide and design strategies to effectively address those needs.

### **Who is Viet Rainbow of Orange County (VROC)?**

VROC stands on the shoulders of previous LGBTQ+ Vietnamese American activist groups in Orange County, CA and is part of that legacy. Our beginnings as an organization began in 2013 when a group of LGBTQ+ Vietnamese American individuals were barred from participating in the annual Lunar New Year/Tết Parade as the parade organizers stated, being "LGBT is not part of Vietnamese culture." In response, LGBTQ+ Vietnamese youth and Vietnamese mothers of LGBTQ+ children organized and fought for inclusion and established VROC. Today, VROC continues to be a grassroots nonprofit that builds community and mobilizes intergenerationally.

### **Do you have a passion for .... Supporting youth programs, and contributing to political education efforts, dedicated to social justice?**

If so, your passions align with the Charitable Ventures/VROC mission!

### **What are we looking for in our next team member?**

Answer the questions below to see if you may be our new team member!

Are you ready to:

- Lead, coordinate, and organize advocacy projects and campaigns aimed at advancing the rights and well-being of Vietnamese Americans and BIPOC LGBTQIA+ communities in Orange County, CA.



- Support leadership development, skills building and political education for community members through relevant campaign work, research, programs/workshops, and other activities that activate community empowerment
- Conduct research and public policy analysis on issues impacting LGBTQ+ BIPOC individuals in Orange County to inform VROC's advocacy priorities
- Work collaboratively with other teams and programs within the organization to integrate advocacy into projects and initiatives when relevant
- Oversee and potentially establish advocacy committees within the organization, facilitating collaboration and specialization in advocacy areas
- Establish and maintain strong collaborative working relationships with social justice organizations and key alliance to support VROC's campaigns and to ensure that LGBTQ+ Vietnamese/BIPOC communities have a voice
- Participate and/or represent VROC in local, county, statewide or national coalitions, networks, or ally events that build VROC's visibility, community solidarity, and advance campaign efforts
- Assist in the development of campaign and organizing budgets
- Prepare regular program reports to the Executive Director
- Participate in staff meetings, trainings, workshops and outreach events as time and availability permits.

**If you answered yes to any of the questions above, your next career may be waiting for you at Charitable Ventures! And we would love to explore it with you.**

### **Job Summary**

Under the supervision of the Program Manager, the Program Coordinator, Advocacy will play a pivotal role in advancing our mission by leading and coordinating advocacy initiatives, supporting youth programs, and contributing to political education efforts. This position is ideal for a passionate individual who is dedicated to social justice, has experience in advocacy work, and is eager to make a meaningful impact in the Vietnamese Americans and BIPOC LGBTQIA+ communities in Orange County, CA. This position may require flexible hours, including evenings and weekends.

### **What are the desired qualifications?**

#### **Education:**

High school diploma or GED equivalent



### Experience:

- Minimum of 1 year of experience in at least one of the following areas: advocacy, community organizing, coalition building, campaign strategy, base building, leading alliances, youth development.
- Experience in coordinating multiple projects and tasks simultaneously in a high-pressure work environment.
- Experience in mastering a wide range of information, adapting, taking initiative, and work in a team centered environment.
- Experience and knowledge MS Office, Google Suites, Canva, and various social media platforms.

### Desired Characteristics:

- Previous grassroots, organizing and/or non-profit experience.
- Knowledge of or experience working on issues that impact the Asian American, Native Hawaiian, Pacific Islander, and LGBTQ+ community
- Great attitude and people skills; strong interpersonal skills; and ability to relate to individuals from diverse backgrounds.
- Have a personal framework of social change and a strong commitment to intersectional social justice.
- Bilingual in Vietnamese, another Asian language, or Spanish

**Compensation** Commensurate with experience, education, and market (\$20.00 to \$24.00 per hour)

### Benefits

- All employees: 401(k) voluntary employee contribution
- Full-time employees (30 or more hours per week): health insurance (medical, dental, vision); paid time off; company-wide holidays
- **But the most rewarding benefit is your ability to contribute to building stronger communities!**

**Is this job not a right fit for you? Maybe it is for a colleague, friend, or neighbor. Please refer anyone that may be a good fit! And check back for other postings as you may become a team member through *your* unique skills and experiences!**

### Company Summary



Launched in 2007, Charitable Ventures is a non-profit organization dedicated to creating positive social impact through transformative ideas and investments. The agency provides incubation, sponsorship, and capacity building services such as planning, facilitation, and evaluation for funders, non-profit organizations, government, and community leaders throughout California.

Charitable Ventures maximizes the impact of emerging and established nonprofits, as well as donors and foundations with a passion for change – and is considered an essential part of the nonprofit sector infrastructure in Southern California. Since inception, it has fiscally sponsored more than 60 projects that address a wide array of social issues.

**Applications:** Please send cover letter and resume to [HR@charitableventuresoc.org](mailto:HR@charitableventuresoc.org).

*Charitable Ventures is committed to the principle of equal employment opportunity. In all that we do, Charitable Ventures supports its clients, projects, staff and partners through our commitment to equity, economic and social justice, diversity and inclusion, and in ways that uplift our communities' assets and potential.*