

**Asian Pacific Environmental Network
Job Announcement**

Operations Assistant (part time)

The **Asian Pacific Environmental Network (APEN)** was founded in 1993 to bring together a collective voice among the diverse Asian and Pacific Islander communities to develop an alternative agenda for environmental, social and economic justice, and fight for the right of all people to a clean and healthy environment in which to live, work and play. In pursuit of this vision, APEN revolves around five strategies: building grassroots power, strengthening organizing capacity in API communities, forging strategic alliances, and advancing proactive agendas and policies towards systemic change.

The **Laotian Organizing Project (LOP)** was launched in 1995 by APEN. LOP is a membership-based organization of Laotian residents in west Contra Costa County, California. LOP works to bring people from the Laotian community together to identify problems, develop solutions, and take action for a more health, safe, and just community.

POSITION SUMMARY

The Operations Assistant position has three main responsibilities---1) to maintain the smooth operation of LOP's Richmond office, 2) to support LOP's programs, and 3) to support APEN's overall financial systems. This is a part-time position for 20 hours/week, the schedule to be determined by the organization and individual. Job responsibilities will require the Operations Assistant to work from APEN offices in both Oakland and Richmond. This position reports to the Operations Director and Operations Coordinator, but will also work closely with the LOP Lead Organizer.

RESPONSIBILITIES

Office Management

- Perform front desk roles, provide clerical support, and maintain office equipment
- Communicate & coordinate regularly with the Oakland Operations Team
- Assist with basic computer troubleshooting
- Contribute to special organization-wide projects

Program Support

- Provide logistical support to the LOP program work
- Assist with communications to members
- Assist in regular maintenance of the LOP database
- Assist with technology and equipment support at events

Financial Systems

- Compile, process, and submit all bills and Disbursement Tickets to Bookkeeper; maintain files
- Collect checks for deposit; process and send deposits to the bank
- Maintain, track & record incoming/outgoing petty cash

REQUIRED QUALIFICATIONS

1. Commitment to the mission and principles of APEN/LOP and to social justice.
2. Administrative skills and experience
3. Good writing and verbal communication skills.
4. Comfortable with computers and office programs, e.g. Microsoft Word, Excel, and use of email.
5. Must have flexibility to work some evenings and weekends.
6. Must have a car, insurance, and valid driver's license.
7. Ability to work at both Oakland and Richmond offices.
8. Proficiency in major Laotian language desired.

COMPENSATION: DOE, competitive salary range.

APPLICATIONS: Please submit cover letter & resume by mail, fax, or email:
APEN c/o Timmy Lu, 310 8th St. Suite 309, Oakland, CA 94607
Phone: 510.834.8920/ Fax: 510.834.8926
apen@apen4ej.org www.apen4ej.org

Application Deadline: March 28, 2008. Start date: Immediately.

APEN is an equal opportunity employer. Women, people of color, queer and gender non-conforming people are encouraged to apply.