

**Asian Pacific Environmental Network
Job Announcement**

Operations Coordinator

The **Asian Pacific Environmental Network (APEN)** was founded in 1993 to bring together a collective voice among diverse API communities to fight for the right of all people to a clean and healthy environment in which to live, work and play. Currently, the organization is embarking on an exciting and important member-driven statewide campaign to ensure that API immigrants and refugees most overburdened by environmental damage and the impacts of climate change are at the forefront in fighting for green, healthy, and just communities. APEN's key strategies are designed to build the power necessary to make progressive change: base building and leadership development (namely in Oakland Chinatown and the City of Richmond), leading a statewide APA climate coalition, building statewide electoral infrastructure, and waging campaigns to advance our environmental justice agenda.

POSITION SUMMARY

APEN is looking for an Operations Coordinator who is organized, technologically savvy, attentive to details, a team player and most importantly, is committed to social justice. The Operations Coordinator ensures the smooth functioning of the administrative, financial, personnel, and technological systems of its main office in Oakland and satellite office in Richmond. The Operations Coordinator is supervised by the Operations Director and supervises the Operations Assistant.

ROLES and RESPONSIBILITIES

Administrative & Financial

The Operations Coordinator is primarily responsible for managing APEN's Oakland office and supporting the Operations Director on financial systems and payroll.

- Maintain vendor relations and files, research new vendors as necessary
- Supervise and support Operations Associate with office management at Richmond office
- Receive and process requests for organizational information and materials, volunteers, and interns
- Manage office and event equipment:
- Works closely with Operations team to manage the organization's financial systems and reporting
- Administer payroll and support bookkeeping functions
- Work with Operations Director to track grassroots and direct lobbying hours and expenses

Technology

The Operations Coordinator is responsible for managing APEN's existing technology, as well as tech planning and implementation.

- Set up, maintain, troubleshoot and secure computers, servers and network for both offices
- Manage databases (CiviCRM/Powerbase) to grow with fundraising, organizing and electoral needs
- Staff training of tools and systems. APEN is a mixed Windows/Mac OS environment.
- Work with communications team on online engagement

Program Support & General Operations

All APEN staff is expected to support our core work of grassroots community organizing. This includes working with members, leadership development of staff and leaders, supporting meeting and event logistics, and grassroots fundraising.

APPLICATION PROCESS

Applications are due electronically to Timmy Lu, Operations Coordinator at apen@apen4ej.org and must include:

- Resume including chronological employment history
- Cover letter describing interest in the position, qualifications and salary history and expectations
- Three references

Incomplete applications will not be accepted.

Application Deadline: Open until filled

APEN is an equal opportunity employer. Women, people of color, gay, lesbian, and trans-gendered persons encouraged to apply.