

## Job Opening – Part-time Project Coordinator (Two Positions)

*Application Deadline: July 26, 2013 Duration: One year (with possibility of extension)*

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### OVERVIEW

#### Racial Equity Initiative (REI) -Michigan Collaborative Partners

1. Asian & Pacific Islander American Vote – Michigan (APIAVote – MI) - [www.apiavotemi.org](http://www.apiavotemi.org)
2. Bangladeshi American Public Affairs Committee (BAPAC) - <http://www.bapac-us.org>
3. Mai Family Services (MaiFS) - <http://www.maifs.org>
4. Michigan Asian Pacific American Affairs Commission (MAPAAC) - <http://www.michigan.gov/mdcr>
5. South Asian American Voices for Impact (SAAVI) – [www.saa-vi.org](http://www.saa-vi.org)

The collaborative partners need project coordinators for Racial Equity Initiative (REI) project to address cultural insensitivity and bullying in schools for South Asian American (SAA) students (South Asian American community includes immigrants from Bangla Desh, India, Nepal, Pakistan, Sri Lanka now living here in Michigan). This position is an excellent opportunity to learn the cultural aspects of South Asian American communities and help integrating cultural sensitivity in schools.

REI Michigan Collaborative Partners (REI MCP) seek two Project coordinators to assist in key aspects of the organization's strategic plan, primarily through community and school civic engagement, relationship development, and racial equity initiatives. The ideal candidate will have a proven ability to successfully execute civic participation projects, be self-motivated, and have a demonstrated commitment to the advancement of the Asian American community.

The community coordinators will work part-time, (16 to 30 hours a week) for the project duration of 12 months with possible extension. She or he will report to the REI Michigan Collaborative Partners. The work will be primarily focused in two geographic areas; namely Hamtramck and Troy in Michigan.

#### DUTIES AND RESPONSIBILITIES:

- Work with REI Michigan Collaborative Partners to Identify and develop a contact list of projects, coalitions and community stakeholders (i.e. social service agencies, bullying prevention initiatives and cultural insensitivity related networks).



- Attend appropriate meetings with coalitions and collaborative outside of SAA community to share resources and best practices and ensure voices of SAA children and families are included at those tables. Also develop partnership with organizations outside of SAA Community.
- Collect baseline data and conduct focus groups (students, parents, educators) to engage community members in identifying solutions for addressing cultural insensitivity in schools, including in/validation of any strategies suggested by REI MCP. Complete pre-test tools by key individuals (students, parents, educators).
- Prepare a summary of data and assist REI MCP to develop a list of concrete recommendations (community and policy levels)
- Assist REI MCP to incorporate the collected data and information into Community Action Plan. Supervise other staff and interns;
- Attend “Coalition Retreat” and help REI MCP to create a draft of the Community Action Plan.
- Assist REI MCP to develop key talking points (fact sheets about SAA community, reported incidents of cultural insensitivity, data points and community recommendations) for discussions with key stakeholders and decision makers.
- Meet with School Administrators to formalize relationships and commitments to work in schools. Assist REI MCP to establish “Memorandum of Agreements” with each school willing to work with us.
- Assist REI MCP to develop an advocacy strategy (advocacy plan document) and mobilize community members (children, youth, parents, educators and other stakeholders) to advocate for key anti-bullying and racial equity policies. Attend two school board meetings with parent testimony.
- Review school and state policies related to cultural insensitivity and bullying reporting. Attend meetings with school district officials to highlight issues of implementation/enforcement of existing anti-bullying policies or are revised to include needs of SAA students.
- Prioritize evidence-based strategies for bullying and cultural insensitivity interventions for children in schools and develop a Community Action Plan that is built upon evidence-based strategies and best practices.
- Research evidence-based interventions and existing curriculum; identify local community experts on curriculum for third grade students; create digital tools for curriculum and train teachers on using/integrating curriculum and initiate a pilot curriculum.
- Identify existing resources for cultural competency training; work with trainers to create SAA specific materials; schedule professional development/in-service training dates. Assist REI MCP to conduct training and subsequent evaluation.
- Host Parent Education sessions; assist in developing of SAA parent outreach tools for PTAs. Distribute information to SAA parents on reporting incidents of cultural insensitivity and bullying to proper authorities in school; translate resources and ensure web-based availability in SAA languages for LEP parents.
- Plan and host two cultural events in each school community (i.e. taste fest, cultural

- showcase etc.); create posters and digital content to be available on District websites.
- Research current data collection efforts and processes for reporting at school and state levels; review current legislative opportunities (existing or need to introduce). Assist REI MCP to engage School Boards to discuss policy recommendations on reporting to be inclusive of nuances of SAA cultural insensitivity and bullying.
- Perform internal communication and administrative duties, as required.
- *Reports to:* REI Michigan Collaborative Partners (APIA Vote-MI, BAPAC, MaiFS, MAPAAC, SAAVI)

## QUALIFICATIONS:

REI MCP seeks candidates who excel in community service, pays attention to details, have strong communication and inter-personal skills with a positive attitude and have following qualifications and capabilities:

- Bachelor's degree or graduate student in relevant fields **or** with commensurate experience in relevant field required;
- 1-3 years of project coordination experience in community service related projects required, preferably in an Asian American community;
- Excellent verbal communication, interpersonal, written, facilitation, and computer skills required. (Preferably have own computer or access to one);
- Ability to multi-task effectively, works in diverse cultures and professional groups settings. Fluency in one or more Asian languages preferred
- Ability to take directions from more than one source and work independently.
- Some evening/weekend work required and applicant must have own mobile phone and transportation;

## COMPENSATION:

Compensation will be determined based on qualification and experience. This is a part- time contract position at a recommended 16 to 30 hours per week.

**Email cover letter, resume, and two references to [REI.Michigan@gmail.com](mailto:REI.Michigan@gmail.com) by July 26, 2013.**

*Equal employment opportunity and having a diverse team are fundamental principles at REI Michigan Collaborative Partnership, where employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, gender identity or expression, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law.*

