



1360 Mission Street, Suite 400
San Francisco, CA 94103
(415) 546-1333
www.sdaction.org

Job Announcement Chinese Community Outreach Specialist Part-time (15-20 hours/week)

Senior and Disability Action (SDA) is a citywide nonprofit organization. We mobilize and educate seniors and people with disabilities to fight for individual rights and social justice. Through individual support and collective action, we work together to create a city and world in which seniors and people with disabilities can live well and safely. SDA's programs include education and empowerment classes, peer advocacy, computer training, and community organizing and advocacy in health care, home care, housing, and transit justice.

The Chinese Community Outreach Specialist will reach out to seniors and people with disabilities in the Chinese community and encourage them to get involved in SDA's programs. This person must have experience working in the Chinese community, speak fluent Cantonese and/or Mandarin, and be comfortable with Chinese cultural norms. This person will reach people through door-to-door outreach, classes, trainings, events, and word of mouth.

The U.S. Census will be happening in 2020, and SDA wants to make sure that seniors and people with disabilities in San Francisco are fully counted, so that our city and county gets the funding we need for social services. The Chinese Community Outreach Specialist will play an important role in reaching out to low-income Chinese seniors and people with disabilities to talk about why and how to fill out census forms.

SDA will partner with Self-Help for the Elderly to provide support for the person in this position, to be able to discuss challenges and share ideas with other people working with Chinese seniors.

Responsibilities include:

- Reach out to Chinese seniors and people with disabilities, sign people up as SDA members, and encourage involvement in SDA programs.
- Educate people about the census and increase the numbers of people filling out census forms.
- Plan and conduct presentations in the community.

- Work with SDA staff on campaigns for deeply affordable housing and better mental health services.
- Support SDA's organizational projects, including monthly General Meetings, newsletters, fundraisers, administrative and communications work, etc.

The ideal candidate will be passionate about community outreach and will have experience in the senior and disability communities. The person will be flexible, confident about jumping into new projects, good at working with people, and comfortable with changing tasks. They will be fluent in Cantonese and/or Mandarin and conversational (or fluent) in English.

SDA has a small group of staff who work closely together. The person hired will build and grow SDA as a whole, support one's co-workers, and take on a variety of tasks as needed.

Requirements for this position:

- Commitment to social justice and SDA's mission.
- Experience with community outreach.
- Fluency in Cantonese and/or Mandarin; experience in the Chinese community.
- Ability to work independently and as part of a team.
- Good interpersonal skills and ability to work with a wide variety of people.
- Comfort in taking on new and changing tasks.
- Commitment to being scent-free and supporting an accessible environment.

Not required but advantageous:

- Experience with the disability or senior communities.

Pay: \$18/hour. Health benefits, paid sick days, holidays, and vacation may be available, depending on the number of hours.

Seniors, people with disabilities, people of color are strongly encouraged to apply. SDA is an equal opportunity employer.

Please submit cover letter and resume to Jessica Lehman, Executive Director, at jessica@sdaction.org, with Chinese Community Outreach Application in the Subject line. Please address the job requirements in your letter.