



1121 MISSION STREET, SAN FRANCISCO, CALIFORNIA 94103
310 8TH STREET, SUITE 308, OAKLAND, CALIFORNIA 94607

JOB ANNOUNCEMENT

API Legal Outreach is the largest social justice legal organization serving the Asian and Pacific Islander communities of the Greater Bay Area. Founded in 1975, our mission is to provide culturally competent and linguistically appropriate legal representation and comprehensive social services to the most marginalized segments of the community including low-income women, seniors, immigrants, and youth. With offices in Oakland and San Francisco, our work is focused in the areas of domestic violence/family law, immigrant rights, elder abuse prevention, anti-human trafficking, youth violence prevention, disability rights, affordable housing preservation, and other social justice issues.

Position: GRANTS MANAGEMENT ASSOCIATE

The Grants Associate will work closely with the Grants Coordinator, the Development Coordinator, the Administrative Director, the Deputy Director and other staff to coordinate grant reporting and public relations.

Duties and Responsibilities:

1. Coordinate the drafting and submission of all reports and other data required by funders of the organization including public entities and charitable foundations;
2. Assist with the development and maintenance of databases for purposes of service reporting, billing/invoicing preparation, and donor solicitation;
3. Represent APILO and assist in developing and maintaining positive relations with existing funders, sponsors, public officials and volunteers;
4. Assist with fundraising work including grant applications, donation solicitation, and events; and
5. All other office related duties as necessary.

Qualifications:

This position requires strong data management and analytical skills; written and oral communication skills; a demonstrated commitment to social justice through work for disadvantaged communities of color; strong research and fact gathering skills; a highly motivated, detail oriented self-starter able to work independently and as part of a team; proficiency with PC and database systems (Word, Excel, Google Suites, Abacus, and Salesforce); demonstrated ability to work well under pressure, manage time and meet deadlines; ability to work well in a team oriented, multi-cultural work environment; BA/BS degree or relevant experience in a similar capacity; ability to speak an API language or Spanish, a plus.

Hours: 24-40 hours per week, including some weekend and evening hours. Part-time or flex-time arrangements will be considered but full-time strongly preferred.

Salary: Commensurate with experience, based on scale: \$16 to 24 per hour depending on experience; full benefits (health, paid vacation, sick) if fulltime.

If interested, send cover letter and resume with 3 references to: jobs@apilegaloutreach.org. Position will remain open until filled.

An Equal Opportunity Employer Committed to Affirmative Action