



Southeast Asian  
Development Center

## **Bilingual Community Ambassador (English/Arabic)**

Do you like working with disadvantaged communities and helping people to thrive and achieve their full potential? The Southeast Asian Development Center is seeking a part-time Bilingual Community Ambassador. The ideal candidate is a motivated, compassionate, and culturally competent professional with experience pertaining to outreach and community engagement, the coordination and delivery of person-centered human services, systems change advocacy, event planning and facilitation, and public and private resources in San Francisco that are relevant to low-income households, immigrants with limited English proficiency, and/or crime victims.

### **About Us:**

Southeast Asian Development Center's (SEADC's) mission is to foster a healthy, thriving, and self-sufficient Southeast Asian American community.

Founded in 1977 in San Francisco's Tenderloin District, SEADC (formerly known as Vietnamese Youth Development Center) is a nonprofit organization dedicated to lifting children, youth, and families from Cambodia, Laos, Vietnam, and elsewhere out of poverty. Our services are structured around providing low-income and vulnerable Southeast Asian Americans with basic needs and skills critical to building successful futures. We provide jobs, academic support, language translation, health, and wellness services, and more, while promoting cultural resiliency and social integration. Learn more about us at: <https://seadcenter.org>

### **Great Benefits & Competitive Salary**

**Salary Range:** \$24.00 - \$26.00 per hour DOE, Part-time; Nonexempt

**Benefits include:** EAP, commuter benefits, 12 holiday days, 10 vacation days and 10 sick days per year.

**Work Location:** *SEADC's office is located in downtown San Francisco, convenient to BART and other public transit. Many of our staff are currently in a hybrid (in-person and remote) work environment. Once public health conditions safely allow, staff will return to the office fully. This Bilingual Community Ambassador position will be working in-person at our office space and/or in the field daily.*

**Reports to:** SEACSI Program Manager

**Start Date:** July 2022

### **Responsibilities:**

- Engages with local merchants and service providers wishing to help create safer and more welcoming environments for their customers/clients.
- Helps create and disseminate outreach and training materials.
- Schedules and conducts chaperone services, serving as an escort to vulnerable community members travelling locally to appointments or errands.
- Helps to plan, promote, and facilitate various community events and workshops
- Collaborates with community partners to help develop and improve curricula and agendas for trainings, town halls, listening sessions, and celebratory events.
- Works one-on-one and in group settings with Southeast Asian victims of crime seeking to access services and resources and/or to understand and vindicate their legal rights as crime victims.
- Provides guidance and support to SEACSI volunteers.
- Documents programmatic outputs and outcomes and prepares progress reports as needed.
- Attends regularly scheduled team meetings and one-on-one meetings with supervisor.
- Other reasonable duties as assigned by supervisor.



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### **Qualifications:**

- Arabic fluency required; Arabic literacy highly preferred.
- Bachelor's degree preferred
- At least one year of experience providing culturally competent supportive services to members of marginalized communities.
- Ability to work cooperatively on a diverse and multi-disciplinary team.
- Proficiency with Microsoft Office applications including MS Word, Excel, PowerPoint, Outlook, and data entry programs such as Salesforce.
- Have a high level of professionalism in work and interpersonal interactions with both internal and external contacts, present to others as organized, informed, and friendly.
- A passion for SEADC's mission.
- Fingerprinting and TB background check required.

***Application Deadline: Open until filled.***

***COVID-19 vaccination: We require all employees to be fully COVID vaccinated with the card to show proof of vaccination.***

### **To Apply:**

Please send your resume and a cover letter to: [careers@seadcenter.org](mailto:careers@seadcenter.org); please put **"Bilingual Community Ambassador (Arabic)"** in the subject line.

*We are an Equal Opportunity Employer and committed to embracing diversity and consider all applicants for all positions without regard to color, ethnic background, religion, sex, gender identity, sexual orientation, national origin, age, disability, HIV/AIDS or veteran status.*