

ABOUT THE POSITION

Sikh Family Center is currently accepting applications for a non-exempt, part-time **Community Education and Communications Advocate**. The ideal candidate can work remotely, from anywhere in the U.S.

The Community Education and Communications Advocate will work collaboratively with SFC's other Community Advocate and with the larger SFC Board to support SFC's education and communication strategy and objectives, by doing the following:

1. Develop new, community-focused initiatives that encourage programming and outreach on intra-community issues, including (but not limited to) health, family violence, language access, child welfare, immigrant rights, etc.;
2. Create resource materials in both Punjabi and English, such as manuals, best practices, and community toolkits that can be easily used across the U.S.;
3. Conduct community outreach and information sharing, through an active social media presence (Facebook, Twitter, etc.), email, webinars, in-person, etc.;
4. Coordinate and help oversee SFC's fundraising to expand staff & services;
5. Build and maintain collaborative working relationships with Sikh organizations and institutions;
6. Provide peer support and response to community members who contact SFC through Helpline, email, or in-person, across lines of age, gender, immigration status, etc.;
7. Help manage and motivate SFC's national volunteer network.

NECESSARY SKILLS AND QUALIFICATIONS

- Shares excitement about SFC's vision and mission;
- Demonstrates excellent interpersonal, oral, and written communication;
- Can speak effectively in both English and Punjabi (ability to read/write in Punjabi highly preferred);
- Has organizational skills to handle multiple tasks and is able to allocate appropriate time and resources to each task;
- Digitally savvy with social media, demonstrates openness in sharing information and keeping people informed;
- Takes initiative and works both independently and in collaboration with others
- Proven ability to maintain absolute confidentiality;
- Flexible in travel and schedule (some evening and weekend hours, as required).

ABOUT SIKH FAMILY CENTER

Sikh Family Center is a growing and dynamic grassroots community-based organization. Our mission is to promote healthy and violence-free families across the United States by providing community education and support services, facilitating access to public resources, and empowering grassroots community leadership. Our intervention, prevention, and education are provided with particular attention to cultural tradition, immigration experience, and language capability. Learn more about SFC here: www.SikhFamilyCenter.org.

HOW TO APPLY

Submit your resume and cover letter to contact@sikhfamilycenter.org; use the subject line “SFC Community Education Advocate.” Applications are being considered on a rolling basis.