



Position: Community Outreach
Location(s): Cleveland and Akron Offices
Pay Rate: (PT or FT, Non Exempt) Hourly Rate, based on qualifications

ABOUT ASIAN SERVICES IN ACTION

Asian Services In Action, Inc. (ASIA) was founded in 1995 by four Asian immigrant women who sought to improve the quality of life for Asians in Northeast Ohio.

ASIA is the largest comprehensive health and social services 501(c)(3) organization serving the Asian American, Pacific Islander (AAPI), immigrant, refugee, and other communities in the State of Ohio. ASIA has taken on the challenge of helping the underserved, low-income and immigrant communities across the state. The organization provides social services and health care services for over 58,000 individuals coordinated out of three offices located in Cleveland and Akron, Ohio. ASIA provides culturally and linguistically appropriate resources to ensure effective programming that addresses the needs of the community. The organization also serves as the leading advocacy voice for Ohio's AAPIs, working in partnership with other Ohio AAPI ethnic, voluntary, and social organizations.

Position Description: Responsible for engaging and educating the community about the programs and services for ASIA, including ASIA's International Community Health Center (ICHC). This position will collaborate with other staff at ASIA to inform the community about all of ASIA's programs and services. This position will provide information to the community about ASIA by tabling at various community events as well as canvassing outreach. This position has non-traditional and flexible work hours including evenings and weekends.

Supervisor: Chief Executive Officer – **To apply, please submit cover letter and resume to hrmanager@asiaohio.org**

Responsibilities:

1. Maintains updated folders of all ASIA, including ICHC, branded (or co-branded) printed and digital materials, including, but not limited to:
 - a. Brochures
 - b. Postcards/Flyers
 - c. Advertisements
 - d. ASIA event promotion
 - e. ASIA branded (or co-branded) giveaways
 - f. Other promotional materials as needed
2. Serves as a connector to the community to build awareness of ASIA
3. Collects information from the community to assist in connecting the community to programs and services of ASIA
4. Organizes collected information in a central location for easy access (scan and/or upload materials promptly)
5. Performs other essential duties as assigned by the Chief Executive Officer.

Qualifications:

- Must possess basic office and computer skills including answering the telephone, printing, making copies, scanning documents, using email, typing documents and reports, uploading and downloading files.
- Friendly, outgoing and welcoming personality
- Must be adept in working with diverse staff who are multi-cultural and/or multi-lingual
- Prior experience in a non-profit preferred
- Bilingual preferred
- Ability to work under pressure and maintain high quality of work

- Must pass criminal background check and have a valid Ohio State driver's license
- Must be authorized to work in the U.S.

Licenses or Certifications Required:

None for this position

Compliance:

This position requires compliance with ASIA's written standards, including its Personnel Manual as well as other policies and procedures. Such compliance will be an element considered as part of the regular performance evaluation.

Failure to comply with ASIA's Written Standards, which may include the failure to report any conduct or event that potentially violates legal or compliance requirements or ASIA's Written Standards or, for managers and supervisors, fails to detect non-compliant conduct where reasonable efforts would have resulted in detection, will be met by the enforcement of disciplinary action, up to and including possible termination, in accordance with ASIA's Personnel Manual: Employee Code of Conduct.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, and use hands to finger, handle or feel; to talk; or hear. The employee is frequently required to reach with hands and arms. The employee must occasionally stand, walk, climb or balance, stoop, kneel, crouch or crawl. The employee must be able to frequently lift up to 25 pounds. The employee may occasionally be required to lift 25 to 50 pounds; however, this is not essential; duties may be shifted to accommodate lifting restrictions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use close vision (clear vision at 20 inches or less). The employee will occasionally be working near moving mechanical parts, be exposed to outdoor weather conditions and exposed to a risk of electrical shock while running the copier, printer, other standard equipment and answering the telephone. The noise level in the work environment is low to moderate. Stress level can be high at times.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.