

Project Resource Specialist (Contractor, Part-Time)

The Oakland Asian Cultural Center (OACC) builds vibrant communities through Asian and Pacific Islander arts and cultural programs that foster inter-generational and cross-cultural dialogue and understanding, collaboration, and social justice.

AAPI Elder Voices (aka APLA Senior Legacy Project) is a new project of OACC's Oakland Chinatown Oral History Project (www.chinatownmemories.org) for 2021-22 made possible with support from SAFE (Senior Assistance Foundation East Bay). In response to recent AAPI hate incidents inflicted on our senior population, the project aims to collect and publicly elevate a diversity of oral histories from AAPI seniors living in Oakland and the East Bay to promote intergenerational dialogue and cross-cultural understanding.

The **Project Resource Specialist** is a part-time contractor position responsible for implementing the project's interview process, which includes 1) conducting initial wellness evaluations with selected senior participants and follow-up communication for oral history interviews; 2) coordinating project logistics and communications for oral history activities (i.e. interviews, trainings, and events); 3) assistance with processing collected oral histories and related public events. The Project Resource Specialist reports to the Project Director.

Roles and Responsibilities Include:

- Be the direct contact with potential senior storytellers with support from partner organizations.
 - Outreach to and meet with seniors, making wellness evaluations to identify needs.
 - Connect seniors to culturally responsive resources as needed. Training will be provided for this position to make initial assessments and referrals to social service agencies and other resources to aid participating seniors.
 - Assess and recommend storytelling candidates for follow-up oral history interviews.
- Manage project logistics and communications for oral history activities.
 - Schedule trainings and interviews with senior participants and collaborators.
 - Arrange for necessary accommodation (i.e. equipment, translation) for the interview.
 - Recruit, train, and work with collaborators (i.e. interviewers, translators)
- Assist with processing collected oral histories.
 - Provide assistance in transcribing and archiving oral histories as needed.
 - Provide support for project exhibits and public events.

Required Qualifications:

- Bachelor's degree or equivalent experience preferred, however, minimum of one year of work experience in social service, storytelling mediums or equivalent college credits will be considered as an alternative.
- Proficient in Microsoft Office Suite; Google Suite (knowledge in Adobe audio/video editing tools, a plus)
- Experience working in intergenerational settings with limited English proficient seniors.
- A commitment to supporting the needs of low-income and immigrant AAPI communities.

Physical Factors and Work Conditions

- Ability to remain in a stationary position to operate a computer; occasionally lift objects up to 10 pounds.
- Work will be conducted either in the office, on-site at interview location, or at home.

Compensation

- The Project Resource Specialist is a project-based contractor position with flexible hours (average commitment of 8 hours/week required) based in Oakland, CA
- Hourly rate: \$20-23, commensurate with background and experience.

Job posting open until filled. To apply, submit cover letter summarizing interest, qualifications, and experience along with a current resume via email to the Project Director at rcoacc@gmail.com.