



May 8, 2015

Position Title: Communications Associate

Reports to: Community Engagement Manager

Duration: Regular

Hours: 12-18 hours/week

Compensation: \$15-17/hour DOE

Consideration of candidates will begin on May 8, 2015, and will continue until the position is filled.

The Asian Pacific American Network of Oregon (APANO) is looking for a motivated and culturally responsive Communications Association to support APANO's outreach and communications efforts with a critical focus on graphic design, consistent style, and amplifying organizational priorities. The successful candidate will have a range of opportunities to develop skills, knowledge, and confidence in working for social justice. The ideal candidate loves social justice, is movement-oriented, and is excited to work to build a dynamic, queer-friendly, multi-ethnic, API-centered and led, intergenerational organization. They will be results-oriented, responsive and responsible, self-aware, dynamic and a passionate individual who values and practices direct communication with their colleagues and team.

About APANO

APANO envisions a just and equitable world where Asians and Pacific Islanders are fully engaged in the social, economic and political issues that affect us. APANO's key strategies are base-building, leadership development, civic engagement, coalition building, strategic communications, policy advocacy, and campaigns. We are organizing and uniting low-income, limited English proficiency, immigrant and refugee API communities, activists and allies statewide in order to improve opportunities and prosperity for all Oregonians.

Specific duties include:

- Graphic and layout design for quarterly print newsletters.
- Graphic and layout design for flyers, one pagers, programs and other promotional materials for events and campaigns.
- Support web design and development projects.
- Manage the day to day posting, monitoring, and engagement on APANO and Jade District social media accounts, including a few coalition campaigns.
- Maintain a monthly editorial calendar for APANO's email program, blog, and social media platforms that fits within the overall digital strategy.

- Record, write and edit stories from members.

The ideal candidate will have most of the following skills and and experience:

- Interest in racial justice, online advocacy, and digital strategic communications.
- Extensive knowledge of API communities and issues.
- Excellent writing and editing skills.
- Experience with Adobe Photoshop and InDesign.
- Experience with Wordpress.
- Experience with Salsa Database or a similar CRM system.
- Strong familiarity and comfort with at least one content management system (Hootsuite, Sprout Social, etc.)
- Ability to write engaging blog posts and content for social media platforms.
- Understanding of the importance of analytics and making data-driven decisions.
- Experience with Facebook and Google ads
- Highly organized, attention to detail and adherence to deadlines
- Ability to adjust quickly, to learn on the fly, and to write in a variety of formats.
- Excellent team player who is also capable of self-direction.

How to Apply

Only complete applications submitted by Friday, May 29, 2015 at 5:00 PM Pacific Time will initially be considered. Applications need to be emailed as an attached document (MS Word preferred) to jobs@apano.org with subject title "Communications Associate". Complete applications include:

- Cover letter (2 pages max) clearly outlining the specific skills and knowledge you bring to the job and how they are a good fit with the responsibilities of the position.
- A resume (2 pages max) detailing relevant experience, work history, education and accomplishments.
- A portfolio with sampling of graphic design projects
- 1 writing sample
- At least 3 references, including your current or most recent position, their name, title, email, phone, city and state information, and your relationship to them.

For more information, please email questions to Community Engagement Manager Luann Algoso at luann@apano.org.

APANO is an EEO employer and encourages applications from people of color, lesbian, gay, bisexual and transgender people and women.