



Posting Date: December 29, 2015

Position Title: Engagement & Development Coordinator

Reports to: Community Engagement Manager

Duration: Regular

Hours: Full-time

Compensation: Salary of \$32,000-\$42,000, generous medical, dental, vision and naturopathic health benefits paid 90%, 401K retirement employer contributions currently at \$1,200/year, \$25/month cell phone reimbursement.

Consideration of candidates will begin two weeks from posting date, and will continue until the position is filled.

The Asian Pacific American Network of Oregon (APANO) is looking for a motivated and culturally responsive Engagement & Development Coordinator to support APANO's community organizing, policy advocacy and communications efforts with a critical focus on graphic design and strong writing skills. 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:

Communications (30%)

- Developing and executing communication digital plans and strategies in support of major events, campaigns, projects and community organizing goals.
- Coordinating social media activities including day to day posting, monitoring, and engagement on APANO and Jade District social media accounts, including coalition campaigns.
- Coordinating monthly editorial calendar for APANO's email program, blog, and social media platforms that supports the organizational digital strategy.
- Recording, writing and editing stories from members.

Graphic Design (30%)

- Creating visual graphic design in collaboration with teams of staff and members.
- Providing creative visualization in strong alignment with mission, vision and values.
- Leading web development projects.

Fundraising & Development (40%)

- Coordinating grant tracking, reporting, and supporting fund development activities.
- Support in cultivating relationships with major donors, foundations and other funders.

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

- Commitment to racial justice, online advocacy, and digital strategic communications.
- Extensive knowledge of Asian and Pacific Islander 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, serious 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 January 12, 2016 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 "Engagement & Development Coordinator". 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 Algozo at luann@apano.org.

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