

Position Title: Cultural Work Coordinator

Reports To: Cultural Strategy Director

Duration: Regular Position

Hours: 1.0 Full Time Equivalent (40 hours/week)

Compensation: \$35,000 - \$44,000 (90% employer-paid medical & dental, 401K plan, subsidized transit pass, cell phone credit, paid time off & eight paid holidays)

Organization Description

The Asian Pacific American Network of Oregon (APANO) is Oregon's oldest and largest statewide Asian and Pacific Islander organizing and advocacy group, with a legacy of policy wins and innovative community programs. APANO is a 501c4 organization and affiliated with APANO Communities United Fund, a 501c3 organization, to achieve our larger vision of 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 organizing, leadership development, civic engagement and policy advocacy, and cultural work. 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. We increasingly work at the intersections of oppression, are committed to shifting the balance of power, and striving for systemic change in solidarity with communities experiencing oppression.

Position Description

APANO is looking for a motivated, creative, and organized individual to coordinate cultural strategies to build grassroots power within Asian and Pacific Islander communities in Oregon to advance racial and social justice. The ideal candidate loves social justice, is movement-oriented, and is excited to work in and continue to build a dynamic, queer-friendly, multi-ethnic, API-centered and led, inter-generational organization. This individual will be results-oriented, responsive, responsible, self-aware, dynamic, and a passionate person who values and practices direct communication with colleagues and team.

The Cultural Work Coordinator is responsible for supporting the evolving placemaking, arts, and culture shift work at APANO. The position interacts with interns and key volunteers; may involve travel in the city and throughout the state; and involves regular evening and weekend hours.

Position Responsibilities

Program Coordination and Development (70%)

- Coordinate annual cultural event series, AMP Summer Series, including managing event planning, logistics, and implementation
- Coordinate responsive, issue-based cultural work projects to support APANO's ongoing campaigns and policy priorities, such as commissioned artwork and strategic event partnerships
- Devise and integrate cultural work strategies within APANO-wide events, including Day of Action, Voices of Change, Jade International Night Market, Rolling Tides Convention, annual staff retreats, and APANO Holiday Party
- Coordinate small-scale art exhibitions at APANO spaces (Orchards of 82nd and Milepost 5)

- Provide logistical support for place-based projects and special commissioned projects as assigned with Cultural Strategy Director
- Coordinate issue-based, cultural work-related communications and media campaigns with Cultural Strategy Director and Communications Coordinator
- Produce cultural work-related content for Annual Report, website, social media, and other media outlets
- Work with Cultural Strategy Director and Development team to research, identify, and apply for cultural work funding opportunities

Basebuilding and Leadership Development (30%)

- Support leadership development among APANO Arts & Media Project group, including cultivating new and existing AMP members
- Coordinate monthly AMP meetings and retreats
- Connect AMP members with APANO-wide opportunities

Required Qualifications

The Cultural Work Coordinator will have:

- Interest in and analysis of the role of arts and cultural work in organizing, narrative shift, and social justice movement-building
- Deep commitment to and vision for APANO's mission and strategic plan
- Experience managing and coordinating projects and volunteers
- Ability to identify, set priorities, work plan, and work on deadlines
- Strong written and verbal communication skills
- Finesse in building strong relationships, inspiring community members, and moving them in line with our goals and strategic direction
- Good sense of humor, flexibility, and grace under pressure
- Confidence and capacity to create and independently move forward a complex agenda with supervision and in a team
- Ability to maintain close communication and coordination with supervisor, co-workers and volunteers with minimal supervision, and work well as a team in a collaborative, creative, open-office environment
- Respect for and demonstrated experience working with Asian and Pacific Islander activists, and a deep understanding of issues affecting Asian and Pacific Islander communities
- Minimum Bachelor's Degree or commensurate experience

Preferred Qualifications

- Understanding and experience with community organizing, civic engagement, policy advocacy, and/or communications
- Fluent in spoken and written Asian or Pacific Islander language
- Knowledge of and connection to arts and media landscape in Portland or more broadly in Oregon

How to Apply

Only complete applications submitted by July 8, 2019 at 5:00 PM Pacific Time will initially be considered. Applications should be emailed as a single attached document (PDF preferred) to jobs@apano.org with subject title "Cultural Work Coordinator".

Complete applications include:

- Cover letter (1 page 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.
- 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 Cultural Work Manager Candace Kita at candace@apano.org. Please, no calls.

APANO CUF celebrates diversity and is proud to be an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.