

Posting Date: Immediately
Position Title: Jade District Web Content Intern
Reports To: Jade District Manager
Duration: Limited duration until June 30, 2021
Hours: up to 10 hours/week
Compensation: \$15/hour

Consideration of candidates will begin immediately and continue until the position is filled. Anticipated start date is immediate and negotiable.

About APANO:

APANO (The Asian Pacific American Network of Oregon) unites Asians and Pacific Islanders to build power, develop leaders, and advance equity through organizing, advocacy, community development, and cultural work. We envision a just world where Asians and Pacific Islanders and communities who share our aspirations and struggles have the power, resources, and voice to determine our own futures, and where we work in solidarity to drive political, social, economic, and cultural change. APANO has a 501(c)(3) organization called APANO Communities United Fund (APANO CUF) and works closely with its affiliate 501(c)(4) organization, APANO.

About the Jade District Program:

The Jade District is an economic and community development program at APANO CUF, that serves businesses and residents at the center of Portland's most vibrant international and multi-ethnic neighborhoods. The area is a part of the City's Neighborhood Prosperity Network, with the capacity to influence investments and policy. The program focuses on community stabilization to support thriving small businesses, through building neighborhood leadership and advocating for anti-displacement policies.

Position Description:

APANO CUF is looking for a motivated and culturally responsive Jade District Web Content Intern to support the Jade District online platforms and social media. We envision the position to promote long term, year-round engagement within the community.

Our ideal candidate is excited to work in social justice-oriented movement and in a dynamic, queer-friendly, API-centered and led organization. They will be results-oriented, responsive, responsible, self-aware, and dynamic individual, who values and practices direct communication with their colleagues and team. The Jade District Web Content reports to the Jade District Manager and works collaboratively with members of the Jade District Steering Committee members.

Position Responsibilities:

Community Engagement (20%)

- Identify community touch points to activate and engage with community members that will deepen their engagement with the Jade District

Communications and Data (80%)

- Assists in collecting, creating and publishing content and design on the Jade District communications channels including but not limited to website, Facebook, Instagram, Twitter, blog posts, and APANO eBlasts.
- Maintain continuity of themes, designing layout, streamline navigation and increase online presence to community.

- Maintain records, and document all contacts and activities.

Qualifications:

The ideal candidate will have most of the following qualifications:

- Demonstrated experience with Wordpress
- Knowledge of search engine analytics to maximize traffic to websites
- Able to identify, set priorities, work plan to meet deadlines and objectives
- Strong English communication skills, written and verbal
- Able to engage and communicate effectively with different audiences including steering committee members, staff, and other stakeholders
- Able to provide effective and respectful services that are responsive to diverse cultural beliefs and practices
- Able to navigate a personal computer, relevant software for word processing, calendaring, e-mail, data entry, and social media (Use of the Microsoft Office, Google products - Gmail, Google Docs, etc)
- Respect for and demonstrated experience working with Asian and Pacific Islanders, and an understanding of issues affecting Asian and Pacific Islander communities
- Commitment to APANO's mission, vision, and values and to building a healthy workplace culture

Preferred but not required:

- Working knowledge of SquareSpace
- Experience working in a nonprofit setting

We will consider any combination of relevant work experience, volunteering, education, and transferable skills as qualifying unless an item or section is labeled required. Please be clear and specific about how your background is relevant.

***Transferable skills:** Your transferable skills are any skills you have gained through education, work experience (including the military) or life experience that are relevant for this position. Be sure to describe any transferable skills on your application and clearly explain how they apply to this position.

How to Apply

Only complete applications submitted will be considered. Applications should be emailed as a single attached document (PDF preferred) to jobs@apano.org with subject line: Jade District Web Content Intern

Complete applications include:

- Cover letter (1 page max) clearly outlining the specific skills, knowledge, and experience you bring to the job and how those are a good fit with the responsibilities of the position.
- A resume (2 pages max) detailing relevant experience, work history, education and accomplishments or transferable skills.
- 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 jobs@apano.org.

APANO and APANO Communities United Fund are committed to advancing equity in all that we do. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital or familial status, sexual orientation, gender identity, veteran status or any other basis prohibited by local, state, or federal law. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ individuals, people with disabilities, veterans, and others who demonstrate the ability to



help us achieve our vision. Successful candidates will commit to an equitable and inclusive workplace, including but not limited to: racial equity, accessibility for individuals with disabilities, the use of gender inclusive language, and cultural sensitivity. As an Equal Opportunity Employer, APANO and APANO Communities United Fund do not discriminate in employment based on race, color, religion, sex or national origin. Qualified applicants are considered for all positions without regard to age, marital status, sexual orientation, or the presence of a non-job-related medical condition or handicap.