



**Posting Date:** December 22, 2020

**Position Title:** Communications Coordinator

**Reports to:** Development and Communications Director

**Duration:** Temporary (January 2021-July 2021)

**Hours:** 10-20 hours per week

**Compensation:** *Hourly Rate of \$20.97 - \$23.60, transit subsidy, data plan credit, prorated paid time off, prorated paid holidays.*

### **Organization Description:**

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 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 (CUF) and works closely with its affiliate 501(c)(4), APANO.

### **Position Description:**

APANO is looking for a motivated and culturally responsive Communications Coordinator to support our communications efforts on a part-time, interim basis. The ideal candidate will be tech savvy, have strong writing and editing skills, be creative, and be social justice oriented. [Your values should align with those of APANO.](#) The ideal candidate is movement-oriented and is excited to work to build a dynamic, queer-friendly, multi-ethnic, API-centered and led, intergenerational organization.

### **Primary Responsibilities:**

- Work with the Communications Team and APANO programs to develop content for annual editorial calendar, campaigns, and community outreach (including e-blasts, blogs, multimedia content, social media content, news media pieces, etc.)
- Support implementation and deployment of communications through APANO's channels (website, eblast, social media, and other print & digital platforms)
- Support in managing APANO website, including content development and editing, blog publishing and general upkeep
- Assist with crafting, posting, monitoring, and engagement on APANO social media accounts as needed
- Work collaboratively with Communications Team to build messaging and APANO's voice
- Assist in creating or coordinating design of graphics



- Assist in emergency and rapid response during communications crises
- Support Communications Team in implementing communications plans, strategies, and systems
- Other support to the Communications Team as needed

### **Qualifications:**

The ideal candidate will have:

- Commitment to racial justice, online advocacy, and digital strategic communications
- Knowledge of Asian and Pacific Islander communities and issues
- Excellent writing and editing skills
- Experience with Wordpress is a plus
- Familiarity and comfort with social media platforms
- Ability to write engaging blog posts and content for social media
- Highly organized, serious attention to detail and adherence to deadlines
- Ability to adjust quickly, learn on the fly, and write in a variety of formats
- Excellent team player who is also capable of self-direction

### **How to Apply**

Applications will be considered on a rolling basis until filled. To apply, email your complete application to [jobs@apano.org](mailto:jobs@apano.org) with the subject line "Communications Coordinator."

Complete applications will include:

- Cover letter (1 page max) clearly outlining the specific skills and knowledge that you bring to the job
- A resume (2 pages max) with relevant experience, work history, education, and accomplishments

For more information, please email [jobs@apano.org](mailto:jobs@apano.org).

*APANO and APANO Communities United Fund are actively seeking to increase representation and develop the leadership of women, LGBTQ people, people with lived experience of economic injustices and other underrepresented groups, including diverse API communities, both within the organization and the broader racial justice movement in Oregon and API communities. APANO and APANO Communities United Fund are equal opportunity employers. All applicants will be considered for employment with attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status, or any other legally protected classification.*