



Posting Date: May 31, 2021

Position Title: Immigrant Programs Manager

Reports to: Associate Director

Direct reports: TBD

Employment Classification: Regular, exempt

Hours: 1.0 full time equivalent

Compensation: \$49,975 - \$61,463

Benefits: Generous 90% employer-paid medical, dental, and vision insurance; 401K plan with employer contribution; subsidized transit pass; cell phone reimbursement; paid time off & seven paid holidays annually. Flexible schedule. Working remotely until further notice.

### **Organization Description:**

APANO and APANO Communities United Fund unite 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's key strategies are base-building, leadership development, civic engagement, coalition building, strategic communications, policy advocacy, and campaigns.

### **Position Description:**

The Immigrant Programs Manager will work to build capacity in Oregon's Asian and Pacific Islander led organizations to better participate in the movement for immigrant justice. The ecosystem of nonprofits serving these communities require deeper investment and this leader will assist by providing technical assistance, coalition convening, and capacity building to our network partners with a particular focus on building advocacy and civic engagement capacity. The Immigrant Programs Manager will also work with broader immigrant and refugee serving coalitions and with institutional partners to share information and resources around public health initiatives, such as vaccinations, and in direct assistance to our communities through the Oregon Worker Relief Fund and Small Enterprise Funds. This is an exciting program officer/program manager hybrid role for the right candidate.

### **Primary Responsibilities:**

#### Coalition Management and Capacity Building (50%)

- Regularly convene APANO's Asian and Pacific Islander serving partner organizations to coordinate and prioritize shared areas of work.
- Administer regrants of up to \$400,000 annually to network partners to support their organizational development and to implement co-developed work plans around worker relief, public health, and civic engagement.
- Support additional training and other learning opportunities for network partners in nonprofit management, fundraising, board development etc. or in specific content areas around mutual aid resources, civic engagement, etc.
- Coordinate with the APANO advocacy and policy teams on shared advocacy and policy agendas.

### Program Management (50%)

- Attend external coalition tables serving immigrant and refugee communities and participate in shared decision making and program development.
- Coordinate and develop new programming with external coalition partners to advance a shared immigrants rights advocacy agenda.
- Share out information about relevant opportunities to our network partners and broader community through coordinating information sessions, working with the APANO communications team around developing communications strategies to reach our communities, and providing other educational opportunities to the broader community.
- May Manage and supervise staff and volunteers as required.

### Required Qualifications:

- Commitment to racial and immigrant justice.
  - Demonstrated commitment to racial and gender equity; record of success working with communities of color, low-income folks, LGBTQIA individuals, and other historically marginalized communities
  - Knowledge of Asian and Pacific Islander communities and issues.
  - Strong organizational, managerial, and communication skills.
  - Strong project management skills and ability to think strategically and prioritize.
  - Self-motivated, resourceful, and able to adapt to a fast-paced environment.
  - A commitment to APANO's mission, vision, and values and to helping build a healthy workplace culture
- Collaborative attitude, with the ability to adapt in a dynamic work environment

### Preferred but not required:

### Travel Required

In-state travel is required for this position. Qualified applicants must have reliable transportation and possess a valid driver license and proof of insurance. Must be able to drive a motor vehicle safely and use a seat belt. Mileage and travel expenses are reimbursed per APANO policy.

### How to Apply:

Applications received by **Monday, June 21, 2021 at 9:00am Pacific Time** will be prioritized for initial review. To apply, email your complete application to [jobs@apano.org](mailto:jobs@apano.org) with the subject line "Immigrant Programs Manager."

Complete applications will include:

- Cover letter (1 page max) clearly outlining the specific skills and knowledge that you bring to the job and how you are a good fit with the responsibilities of the position



- A resume (2 pages max) with relevant experience, work history, education, and accomplishments
- If you proceed to a final round of review, we will be asked for 2 references with contact information and your relationship to the reference (you may include these references in your initial application, but it is not required)

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 without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status, or any other legally protected classification.*