



Posting Date: September 27, 2021

Position Title: Communications Manager

Reports To: Development and Communications Director

Duration: Regular Position

Hours: 1.0 Full Time Equivalent

Compensation: \$54,000 - \$60,777; 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 programs include community development, cultural work, policy advocacy, civic engagement, and youth organizing. APANO has a 501(c)(3) organization called APANO Communities United Fund (CUF) and works closely with its affiliate 501(c)(4) organization, APANO.

Position Description:

The Communications Manager will manage and execute APANO's communications strategy and initiatives to uplift the organization's mission and advance its programs. The Communications Manager will work closely with the Development and Communications Director to set communications policy and strategy, and manage the day-to-day functions of the Communications Team, including Communications Coordinators and/or Associates and other collaborators. Together with the team, they will develop values-aligned, relevant content to position APANO as a credible, influential voice on the issues we work on, advance APANO's mission and programs, and engage our core audiences.

Primary Responsibilities:

Communications Strategy (20%)

- Work with Development and Communications Director and Communications Team to set Communications annual goals as well as policies and processes

- Help craft organizational voice and messaging in alignment with APANO's mission, vision, and values, and in consultation with organizational leadership and the Communications Team
- Coordinate with the Development and Communications Director on APANO's media strategy and crisis communications response

Program Management (40%)

- Manage and implement the Communication Team's annual priorities and workplan
- Ensure strong partnership and collaboration with other programs and teams to support their goals and initiatives
- Maintain systems, policies, and tools to facilitate coordination with fellow teams and support regular communication and problem solving
- Support annual budgeting process and manage implementation and tracking of the Communications budget, in partnership with the Director
- Manage contractors for special projects, including graphic design, website development, printing and mailing, and other contractors
- Support content development for digital and print communications, particularly for organization-wide updates, including mailers, e-newsletters, APANO's website, annual report, and social media channels
- With the Communications Team, track and report on effectiveness of communications platforms and campaigns to continually improve communications strategies

Supervision (40%)

- Guide and coordinate workplans among Communications Team members and support effective internal team collaboration, including leading team retreats
- Supervise, guide, and support individual Communications Team members, namely Communications Coordinator(s) and Associate(s)
- Set individual annual performance goals and provide feedback, support, and accountability towards goals
- Support staff's professional development and learning goals to grow in their roles

Qualifications:

- Commitment to racial justice, online advocacy, and digital strategic communications
- Knowledge of Asian and Pacific Islander communities and issues
- Strong team leader able to supervise, support, and hold accountable team members and work collaboratively with diverse colleagues
- Strong project management skills and ability to think strategically and prioritize
- Excellent writing and editing skills, especially for online platforms



- A strong interest in following national, state, and city news
- Experience managing websites (e.g. Wordpress)
- Familiarity with at least one content management system (Sprout Social, etc.)
- Highly organized, serious attention to detail and adherence to deadlines
- Self-motivated, resourceful, and able to adapt to fast-paced environment
- Commitment to APANO's mission and values and building healthy workplace culture

How to Apply:

Applications received by **Tuesday, October 18, 2021 at 9:00am Pacific Time** will be prioritized for initial review. To apply, email your complete application to jobs@apano.org with the subject line "Communications 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

For more information, please email 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.