



ASIAN PACIFIC AMERICAN NETWORK OF OREGON

Posting Date: October 6, 2021

Position Title: Community Development Manager for the Jade District

Reports to: Community Development Director

Direct reports: Community Organizer

Employment Classification: Regular, exempt

Hours: Full-time, 40 hours per week

Compensation: Salary of \$49,975-\$54,609, based on experience

Benefits: Generous 90% employer-paid medical, dental, and vision insurance, 401K plan with employer contribution, subsidized transit pass, cell phone credit, paid time off & 14 paid holidays annually. Remote work until further notice.

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

Position Description:

The Asian Pacific American Network of Oregon (APANO) is looking for a motivated and culturally responsive Community Development Manager to lead in the community and economic development efforts in the Jade District, the area located around Southeast 82nd Ave and Southeast Division Street in Portland, Oregon. It is a part of the city's Neighborhood Prosperity Initiative, with the capacity to influence investments and policy.

The successful candidate will have a range of opportunities to develop skills, knowledge, and confidence in working for social justice. The ideal candidate is passionate about social justice, movement-oriented, and excited to work to build a dynamic, queer-friendly, multi-ethnic, API-centered and led, intergenerational organization. They will be results-oriented, responsive and responsible, self-aware, dynamic and a passionate individual who values and practices direct communication with their colleagues and team.

About the Jade District Program:

The Jade District is the economic and community development program housed at APANO, that serves businesses and residents at the center of some of Portland's most vibrant international and multi-ethnic neighborhoods. The program focuses on community



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stabilization to support thriving small businesses, through building neighborhood leadership and advocating for anti-displacement policies.

Position Responsibilities:

Program Management (50%)

- Coordinates activities of the Jade District Steering Committee and assists in designing, implementing and delegating work plan objectives.
- Manages all administrative aspects of the program including purchasing and record-keeping.
- Supervises and supports Jade related staff and volunteers and manages paid consultants and contractors.
- Works to develop economic development strategies that build upon the Jade District's existing human and economic assets.
- Assists the Jade District Steering Committee in making investments in capital improvement projects in the Jade District.
- Supervises staff in engaging residents and business owners in the Jade District and local neighborhood.
- Support design, plan and execution of signature events, such as the Jade International Night Market.
- Coordinate political education, skill building and other programs to support leadership development of volunteers.

Community Development (40%)

- Deepen relationships with residents and small businesses in the area.
- Develops and conducts ongoing public awareness and education programs, and participates in speaking engagements, media interviews, and public appearances to increase the visibility of the Jade District.
- Understand, integrate and advocate for the Jade District and APANO around various public projects in Southeast Portland.
- Serve as Jade District and APANO liaison or representative to community partners and for various city and government planning projects in the Jade District.
- Align and integrate economic development projects in Southeast Portland.

Policy and Advocacy (10%)

- Track and deepen understanding of other Jade District and APANO local policy positions and advocacy efforts.
- Support various APANO campaigns through policy and advocacy at the local and regional levels.



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Required Qualifications:

- Project management experience and community organizing experience.
- Able to work cross-culturally in one of the most diverse neighborhoods in Portland.
- Ability to identify, set priorities, develop work plans, and move teams of staff and volunteers in line with established goals and strategic direction.
- Have a solid understanding of the issues involved in organizing for justice, and a strong commitment to meeting the particular challenges facing communities experiencing oppression.
- Commitment to racial justice, advocacy, and community development work.
- Understanding the principles of development without displacement and anti-gentrification strategies.
- Ability to explain technical terms and ideas to diverse audiences.
- A commitment to APANO's mission, vision, and values and to helping build a healthy workplace culture
- Demonstrated commitment to racial and gender equity; record of success working with communities of color, low-income folks, LGTBQAIA individuals, and other historically marginalized communities
- Highly organized, serious attention to detail and adherence to deadlines.
- Ability to adjust quickly, to learn on the fly, and to write in a variety of formats.
- Excellent team player who is also capable of self-direction.

Preferred, but not required:

- Spoken fluency in another language other than English.
- Working knowledge of the Jade District.
- Excellent writing and editing skills.

How to Apply

Applications received by **10/25/2021 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 "Community Development 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



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- 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.

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.