



Position title: Field Manager

Reports to: Political Director

Duration: Regular Full-time Position

Hours: 1.0 Full-Time Equivalent

Compensation: \$49,975-\$61,463, based on experience

Benefits: Generous 90% employer-paid medical, dental, and vision insurance, 401K plan, subsidized transit pass, cell phone credit, professional development opportunities, paid time off & 14 paid holidays annually, and flexible family-friendly schedule. Working remotely until further notice.

About APANO: APANO (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 Communities United Fund (CUF) is a 501(c)(3) organization that works closely with its affiliate 501(c)(4) organization, APANO.

Position Description:

The Field Manager leads the development and implementation of APANO's political and electoral work. They will build political power to ensure we win during elections and sustain successful grassroots campaigns beyond Election Day. The Field Manager will work with members, volunteers, and other community partners to collaborate on turnout and participation in campaigns where APANO is involved. They will help implement a field program, represent APANO at some policy and electoral campaign coalitions, and support efforts to grow APANO's political membership base. The Field Manager should be organized, metrics-based, energetic, and capable of motivating and managing volunteers and data.

The position will report directly to the Political Director. APANO's electoral and civic engagement programs are fast-paced, dynamic, and team-oriented. Examples of the issue areas that APANO and this position may work on include: childcare policy, health equity, economic justice, reproductive justice, immigrant rights, democracy reform and voting rights, housing, and potential increased forays into criminal justice reform and mental health care. The Field Manager may supervise field staff in the future.

Primary Responsibilities:

Field Program Management (60%)

- Be responsible for operating electoral work and a field plan for elections.
- Coordinate and manage the field calendar with endorsed candidates and ballot measures that APANO has endorsed for the election cycle.
- Attend and represent the organization in key ballot measure coalitions and synchronize partner campaigns with APANO's work.
- Conduct political research on candidates, jurisdictions, and issues.
- Support the development of APANO's grassroots Political, Policy, Advocacy and Civic Engagement Committee; devise integrated voter engagement strategies
- Actively maintain Voter Activation Network (VAN), EveryAction database, and the organization's internal systems to update records, target lists for campaigns, and coordinate electoral organizing activities.



Political Strategy and Communication (30%)

- Help manage the posting, monitoring, and engagement on APANO c4 topics for social media accounts.
- Manage election political communications including endorsement process and announcements and voter guide.
- Support the tracking of national, state, and local news and distill what information is pertinent to APANO's work, with an emphasis on political coverage.
- Work with Communications Team to craft social media strategy for political program.
- Assist with content creation (digital flyers, infographics, copy) as needed for political team.
- Support in managing APANO website, including content development and editing.
- Track and analyze social media and website metrics related to political content.

Development (10%)

- Create field proposals for campaigns to utilize APANO's robust field infrastructure.
- Complete follow up reporting on the successes of our field work to deliver to the campaigns and Political Director.

Required Qualifications:

- Demonstrated commitment to racial and gender equity; record of success working with communities of color, low-income folks, LGBTAQIA individuals, and other historically marginalized communities
- Enthusiasm for working to advance Asian and Pacific Islander political power
- Strong project management experience
- Ability to think strategically and prioritize
- Strong writing skills, ability to synthesize and communicate about complex material
- Ability to establish and maintain effective working relationships in a team environment
- Be reliable, self-motivated, resourceful, and able to adapt to fast-paced environments
- Familiarity with Voter Activation Network (VAN), EveryAction, legislative tracking, and field organizing metrics

The following are preferred, but not requirements:

- Asian and/or Pacific Islander language proficiency
- Experience in c4 candidate endorsements and campaigns
- Comfort with training volunteers and entry-level staff in field tactics (phone banking, texting, email, door canvassing, tabling)
- Comfort with creating social media content to engage community members

Travel Required

In-state travel is required for this position. Must possess a valid driver license and provide proof of insurance (if using own vehicle) or must be insurable (if renting). Must be able to drive a motor vehicle safely and use a seat belt when in operation. Mileage and travel expenses are reimbursed per APANO policy.

How to Apply

Applications will be reviewed upon receipt and this position will be open until filled. Priority will be



given to applicants who submit their application by 12/13/2021. Applications should be emailed as a single attached document (PDF preferred) to jobs@apano.org with subject "Field Manager."

Complete applications include:

- Cover letter (1-page max) clearly outlining your interest in APANO, this position, and the specific skills and knowledge that you would bring to the job
- A resume (2-page max) with relevant experience, work history, education, and accomplishments
- *[If advanced to finalist stage]* 3 references, with contact information, and your relationship to the reference

For more information, please email jobs@apano.org or check us out @ www.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.