Position Title: Communications Director
Reports To: Co-Executive Director of Culture and Communications
Duration: Regular Position
Hours: 1.0 Full Time Equivalent
Compensation: $69,404 - $82,946, plus benefits: generous 90% employer-paid medical, dental, and vision insurance, 401K plan, subsidized transit pass, cell phone credit, professional development opportunities, paid time off starting at three weeks per year, 14 paid holidays annually, and flexible family-friendly schedule.

Organization Description:

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

Position Description:

The Communications Director will lead in developing APANO CUF and APANO's public voice and advance our organizations’ mission, vision, and values. They will work with our organizational and programmatic leadership as well as the Communications Team to shape and implement our communications strategy. The Communications Director should have expertise in areas including strategic communications, media relations, branding, and social media, and be able to deploy communications tools to engage and mobilize our audiences. A successful Communications Director will be someone strongly grounded in racial and social justice values, a motivating team leader, and an effective collaborator.

Primary Responsibilities:

Strategic Communications (35%)

- Position APANO CUF and APANO as a credible, influential voices on the issues we work on and strengthen our brand with the audiences it engages
- Lead media relations strategy including managing media inquiries, drafting press releases, serving as and supporting organizational spokespeople, and leading rapid response communications efforts
- Ensure APANO communicates in a way that is consistent with its organizational values and promotes equity in both the content and methods of its communications
● Ensure proper compliance with c3 and c4 organizational requirements

Program Management (35%)

● Set and track annual Communications goals, workplan, and budget
● Support Communications Team collaboration and coordination, including leading team retreats and meetings
● With the Communications Team, craft messaging and manage the development, distribution, and maintenance of print and electronic collateral, including e-newsletters, mailers, websites, social media, etc.
● Manage communications tools, channels, and assets and develop policies, processes, and systems to guide their use
● Facilitate strong internal coordination with programs and other departments to coordinate on communications projects and advance programmatic and team goals
● Manage contractors for special projects, including graphic design, website development, printing and mailing, and other contractors
● With the Communications Team, track and report on effectiveness of communications platforms and campaigns to continually improve communications strategies

Supervision (30%)

● Supervise, guide, and support individual Communications Team members
● 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

Required Qualifications:

● Demonstrated excellence in communication skills and strategy, including experience leading communications campaigns and working with the media
● Strong racial and social justice analysis with knowledge of API communities and issues
● Excellent writing, editing, and verbal communication skills, especially to communicate with diverse, cross-cultural audiences
● A flexible team player able to collaborate with peers across different programs
● Strong supervisory skills and ability to motivate, support, and manage a team
● Ability to prioritize and manage across multiple tasks and projects
● Experience managing websites, social media, and content management systems
● Flexible and able adapt to fast paced organizational and news media environment
● Commitment to APANO's mission and building healthy workplace culture
The following are a plus, but not requirements:

- Experience in multilingual communications
- Experience working across c3 and c4 organizations

**Travel Required**

Our office is currently working remotely, with in-person work in the office done as needed and in accordance with COVID safety protocols. When in-person work increases, in-state travel is required for this position. Must possess a valid driver’s license and provide proof of insurance if using own vehicle, or if renting, must be insurable. 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, March 7, 2022** at 9:00am Pacific Time will be prioritized for initial review; position is open until filled. To apply, email your complete application to jobs@apano.org with the subject line “Communications Director.”

Complete applications 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, you will be asked for 3 references with contact information and your relationship to the reference (you may include these references in your initial application, but it is not required)

**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.**