

Title: Program Associate (Full Time/Salaried)

Job Type: Full Time

Salary: \$45,760

Start Date: Immediately

About the AAPI Civic Engagement Fund

The AAPI Civic Engagement Fund, a fiscally sponsored project of NEO Philanthropy, Inc., is a national initiative founded in 2014 with the belief that Asian Americans and Pacific Islanders (AAPI) must be an integral part of strengthening America's democracy, improving the quality of life for all, and creating vibrant multiracial communities. To this end, we foster a culture of civic participation within AAPI communities by supporting the growth of AAPI groups as organizational movement and power building leaders that achieve specific policy, systems, and transformational change.

Overview

The AAPI Civic Engagement Fund is seeking a Program Associate, based in Los Angeles, CA. Reporting to the Director of the AAPI Civic Engagement Fund, the Program Associate will join a small team to support the development and growth of the Fund's portfolio of grantees. Specifically, the Program Associate will focus on projects intended to uplift the stories of AAPI communities and to deepen civic engagement of AAPI groups across the United States.

Role and Responsibilities

Communications Project Management

- Collaborate with the Director to develop and implement a participatory civic media project designed to promote stories of AAPI communities across the nation;
- Provide support in formulating a communications landscape scan and subsequent engagement of grantee organizations in narrative & visual storytelling, including development, production, and distribution of media to spread messages that resonate at the grassroots level and that represent a grantee organization's base.
- Manage the Fund's online communications including website and social media platforms;

Program Coordination

- Support the management of the Fund's Learning Program trainings, workshops and webinars in the area of civic engagement, racial justice and intersectional justice, organizational development, and strategic communications
- Provide coordination and communication with consultants leading workshops and/or developing materials for the Learning Program
- Work with the Director to develop and coordinate programs and activities related to research, polling, and tools development

Other Writing & Project Support

- Support the Director in ongoing grants management activities;
- Assist with fundraising activities, including editing proposals and reports;
- Support the ongoing documentation, evaluation, and assessment activities.
- Other duties as assigned

Qualifications

- 2–3 years experience in media and communications, civic engagement and community organizing, or non-profit management desired
- Excellent writing skills
- Strong time management and work planning skills
- High level of accuracy and attention to detail
- Ability to take initiative in driving strategies and troubleshooting; works well independently
- Experience in grants administration and philanthropy an asset
- Flexible, team-oriented approach to problem-solving
- Experience working with the AAPI community, a plus
- Ability to travel for periods of 2 to 5 days at a time
- Ability to work remotely

Physical Demands

- Ability to communicate via phone and to work at a computer for extended periods of time

Professional Level

Intermediate

Minimum Education Required

No requirement

Salary and Benefits

The Program Associate is a full-time position. This role provides a competitive salary and a comprehensive benefits package that includes: medical, dental & vision insurance, paid time off & family leave, retirement benefits, and life insurance.

How to Apply

Applications will be accepted until October 8th, 2018 or until the position is filled. Early applications are encouraged as candidates will be considered on a rolling basis. Please email cover letter, salary expectations, one writing sample, and resume to Jeanelle Sáles at aapifund@gmail.com, with Program Associate as the subject line.

The AAPI Civic Engagement Fund and NEO Philanthropy is an Equal Opportunity Employer. People of color, members of the LGBTQ community, people with disabilities, and women are strongly encouraged to apply. Accommodations for applicants may be available upon request. No calls, please.