



## NCAPA Communications and Coalitions Associate

**Overview:** The National Council of Asian Pacific Americans (NCAPA) seeks to hire a full-time employee to serve as a Communications and Civic Engagement Associate. The position will be responsible for supporting NCAPA's external communications work, as well as ongoing coalition building and civic engagement activities.

### **Responsibilities:**

#### Communications

- Manage online press and develop media campaigns to highlight NCAPA's work and raise awareness about the AAPI community. This includes, developing content across owned and earned social channels, including blog posts, tweets, status updates, photos and videos.
- Draft press releases, statements and other external engagement. Work with National Director to develop traditional media engagement strategy.
- Assist with written and graphics resources used for our website, stakeholder outreach, and social media.
- Support other various communications and organization projects as needed.

#### Civic Engagement and Coalition work

- Work with NCAPA Communications Group to assist coordination of messaging and social media campaigns among NCAPA member organizations.
- Support the NCAPA Civic Engagement Committee to assist with coordination of coalition-wide civic engagement activities; including, but not limited to: GOTV, Census, voter registration.
- Support NCAPA's work in other coalition settings. Work with National Director to develop a strategy to continue building NCAPA coalition space as well.
- Support intra-coalition activities and respond to member organization concerns.

### **Desired Skills:**

- Bachelor's degree and 2-3 years of experience in communications, civic engagement or equivalent experience.
- Exceptional writing and editing skills with an attention to detail.
- Real-world experience in planning, managing, and executing media initiatives.
- Strong interpersonal skills and self-starter. A team player with a demonstrated ability to work well in a collaborative environment.
- Ability to manage multiple tasks and work effectively in a fast-paced, changing environment.
- Deep understanding and passion for Asian American and Pacific Islander issues.

- Proficiency in Microsoft Suite (Word, Excel, Publisher, Power Point, Outlook).
- Proficiency with social media platforms (Facebook, Twitter, YouTube).
- Familiarity with search engine analytics and social media analytics
- Language proficiency in any AAPI language is a plus but not a requirement
- Familiarity with website management (WordPress, Squarespace)
- Candidates must possess an eagerness to take on new projects and turn them around quickly, an attention to detail, and a keen understanding of both traditional and non-traditional media.

**Background on NCAPA:** The National Council of Asian Pacific Americans (NCAPA) is a coalition of 37 national Asian Pacific American organizations around the country. NCAPA serves to represent the interests of the greater Asian American (AA) and Native Hawaiian Pacific Islander (NHPI) communities and to provide a national voice for AA and NHPI issues.

**Compensation:** Salary is commensurate with experience. Benefits include paid vacation, health care, vision, dental and retirement benefits.

**Location:** For immediate hire to work remotely, eventually based in Washington, DC.

**To Apply:** Please submit a **cover letter, resume, two writing samples and two references** to [employment@ncapaonline.org](mailto:employment@ncapaonline.org) with the subject line **“NCAPA Communications and Coalition Associate.”** Questions can be directed to [employment@ncapaonline.org](mailto:employment@ncapaonline.org). **Only complete applications will be considered.**

NCAPA is an equal opportunity employer and does not and will not discriminate on the basis of age, ancestry, color, creed, disability, gender identity, marital status, national origin, parental status, political ideology, race, religion, sex, sexual orientation, use of service animal, military or veteran status.