



NCAPA Asian American Disinformation Table Coordinator

Overview: The Asian American Disinformation Table Coordinator is responsible for coordinating a newly created national Asian American anti-disinformation table that convenes national and grassroots partners, provides training and resources, and mobilizes communities against disinformation. The table is dedicated to ensuring that Asian American disinformation work and awareness are integrated into mainstream organizing around disinformation.

Background on NCAPA: The National Council of Asian Pacific Americans (NCAPA) is a coalition of 38 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.

As the leading coalition of national Asian American and Pacific Islander (AAPI) organizations, NCAPA is uniquely positioned to coordinate the convening space on Asian-targeted disinformation. Coupled with the reality that the disinformation landscape is constantly moving and rapidly evolving, this position is necessary to ensure that NCAPA continues to represent the AAPI community's voice moving into the future. This is a full-time and exempt position.

About the Position

NCAPA is the fiscal sponsor of the newly formed Asian American Disinfo Table. For day-to-day supervision and human resources, this position will report to the National Director of NCAPA. For coordination and job duties, this position will report to the co-chairs of the Asian American Disinfo Table.

Essential Duties and Responsibilities

- Coordinate with co-chairs to convene the Asian American Disinfo Table, housed under the Disinfo Defense League, to act as a convening space for Asian American groups to strategize together around disinformation and joint work.
- Support the research team's disinformation tracking and monitoring work affecting the Asian American community and identify steps to combat disinformation
- Work with the co-chairs to supervise the Disinfo Table's budget
- Administer logistics for meetings and trainings
- Recruit new members and identify gaps in community representation
- Coordinate with technical services providers to support NCAPA members and disinformation partners
- Coordinate stakeholder input on regulatory and legislative agenda for anti-disinformation advocacy

- Participate in mis- and disinformation seminars, speaking engagements, trainings and working groups
- Support the work of the NCAPA Civic Engagement Committee, and other duties as assigned

Knowledge and Desired Skills

- Bachelor's degree and 2-4 years of experience in national coalitions, partnership management, organizing, or equivalent experience
- Deep understanding of and passion for Asian American and Pacific Islander issues.
- Excellent 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.
- Proficiency in Microsoft Suite (Word, Excel, Publisher, Power Point, Outlook) and Google Suite
- Proficiency with social media platforms (Facebook, Twitter, YouTube).
- Familiarity with technology policy and/or disinformation impacting the Asian American community is a plus
- Experience with working with the Asian American community or community organizing
- Reading/writing fluency in one or more Asian languages is a plus but not a necessity

Compensation: Salary range is \$55,000-\$60,000 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. Relocation to Washington DC is negotiable.

To Apply: Please submit a cover letter, resume and two references to employment@ncapaonline.org with the subject line "NCAPA Asian American Disinformation Table Coordinator" Questions can be directed to employment@ncapaonline.org. Only complete applications will be considered.

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