



NCAPA Community Engagement Manager

Overview: The Community Engagement Manager is responsible for managing and overseeing NCAPA's civic engagement team, external community engagement, and internal coalition building. This includes but is not limited to managing members of the community engagement team to execute a national civic engagement strategy, and fostering stronger connection within NCAPA, as well as external stakeholders the coalition works with. This position will also be responsible for overseeing and working with the co-chairs of NCAPA's Civic Engagement Committee and Civic Engagement Network. This position will also be expected to assist with administrative functions as needed. The Community Engagement Manager reports directly to the National Director. This is a full-time and exempt position.

Essential Duties and Responsibilities:

Lead NCAPA's Civic Engagement work:

- Manage a team to develop and execute a national strategy for NCAPA's civic engagement work.
- This includes but is not limited to census, voter registration, voter education, and Get Out the Vote (GOTV) initiatives.
- Working with leading NCAPA member organizations, create more collaborative, community-focused convening spaces to build buy-in from NCAPA member organizations. Create simple and efficient onramps for member organizations to participate in national civic engagement efforts.
- Ensure the high quality and success of civic engagement programs through monitoring, measurement and review.
- Assist in funder engagement related to civic engagement activities.
- Coordinate with the NCAPA Communications Team for civic engagement-related media content creation and outreach.

Strengthen the NCAPA coalition externally and internally:

- Develop and execute strategies aimed at building and maintaining trust and collaboration within NCAPA membership.
- Cultivate and deepen relationships with external partners.
- Sustain existing partnership efforts such as the Asian American Disinfo Table. Work with the National Director to create new collaborative spaces to ensure that NCAPA continues playing a key role as a national convener for the AANHPI community.

Other Duties and Responsibilities:

- Other duties as assigned.

Education and/or Experience:

- Bachelor's Degree; or higher education degree required.
- 5+ years of experience in relevant civic engagement field or coalition work.

Knowledge and Desired Skills:

- Strong background or familiarity with national civic engagement work and/or organizing.
- Experience and commitment to advancing opportunities and visibility for the AANHPI community.
- Excellent advocacy, consensus-building, coalition-building, and leadership skills; demonstrated ability to work collaboratively with other staff and other organizations.
- Ability to consistently produce high-quality work in a fast-paced environment.
- Experience supervising, developing and managing staff.
- Experience managing multiple projects and deadlines simultaneously.
- Ability and willingness to travel and work additional hours to meet project goals.
- Excellent writing, editing and general communications skills.
- Ideal applicants are motivated and results-oriented individuals, who enjoy working with a diverse group of partners.

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.

Compensation: Salary range is \$65,000-\$80,000 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.

To Apply: Please submit a **cover letter, resume, two writing samples and two references** to employment@ncapaonline.org with the subject line **“NCAPA Community Engagement Manager.”** Questions can be directed to 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.