



Data and Program Coordinator

Job Description

APALA seeks a creative, strategic, and passionate advocate for economic justice and AAPI worker equity.

Summary

The Asian Pacific American Labor Alliance (APALA), AFL-CIO is seeking a Data and Program Coordinator to help our team implement our civic engagement priorities. The anticipated term is March 2020 to December 2020.

About APALA

Founded in 1992, the Asian Pacific American Labor Alliance (APALA), AFL-CIO is the first and only national organization of Asian American and Pacific Islander (AAPI) union members and allies advancing worker, immigrant, and civil rights. Backed with strong support of the AFL-CIO, APALA has more than 20 chapters in 16 states and a national office in Washington, D.C. In 2011, APALA established the Institute for Asian Pacific American Leadership & Advancement (IAPALA) as a 501(c)3. To achieve our mission, we build power by:

- Organizing members into unions, develop a pipeline of labor leaders, and build political power for our community;
- Educating AAPI workers and allies about the labor movement, principles of trade unionism, and collective bargaining, and providing a vehicle for AAPI issues;
- Activating our chapters across the country to advance social, racial, and economic justice through state-based campaigns; and
- Representing the voice of AAPI workers on coalitions within the labor community and more broadly in the civil rights, AAPI, and racial justice communities.

About the Position

The Data and Program Coordinator will be essential to managing civic engagement programs to advance APALA's mission. The Coordinator will report to the Civic Engagement Manager and work closely with the Executive Director, APALA chapter leaders, state-based fellows, and other APALA staff. This position is based in Washington, D.C. Flexibility is required. Nights and weekends including travel may be required during busy times before major events (usually 1-2 times a year) or during election season. Responsibilities include:

Data Coordination (50%)

- **Data Management** - Administrate VAN access for national staff and APALA chapters; provide assistance to cultivate a data-informed civic engagement program.
- **Technical Assistance** - Develop and implement trainings and resources on civic engagement tools (VAN, relational organizing, textbanking, etc.) to ensure program success. Provide ongoing technical support.

- **Data Reporting** - Track program outcomes and regularly update progress on civic engagement metrics for reporting.
- Assist staff with necessary administrative tasks and organizational duties

Communications (30%)

- **Public Education** - Create informational resources, social media content, and website materials for civic engagement topics (Census 2020, elections, issue advocacy, etc.)
- **Research and Writing** - Research data and statistics on Census to draft talking points for public-facing informational materials. Support creation of issue briefs, social media content development, and press statements.

Operations (20%)

- **Chapter Building** - Create and maintain services to chapters including toolkits, an online resource hub, and other resources. Assist APALA chapters with creating data-driven field plans and developing strategies to implement them, as well as finance and logistical support.
- **Event Planning** – Assist with planning and coordination of major events including APALA Biennial Convention (every other year), board meetings (twice a year), and trainings (twice a year)

About the Candidate

What We're Looking For:

- Innovation and analytically minded person who is comfortable learning and using new tools and systems. You like to think about tools and how to help people better use them. You have an appetite for using data to tell stories and engage our community.
- Highly organized, detail-oriented self-starter who can create, manage, and fully drive projects that results in high quality work in a timely manner. You know how to think ahead, prioritize your workload, and prepare for challenges. You enjoy challenges and having a full plate but also know how to manage up when the workload needs to be reprioritized.
- Deep commitment to racial, social, and economic justice. You don't just ask "Who's not at the table?" but "Why aren't they at the table and how can we fix it?" You are committed to the mission and goals of APALA including the pursuit of economic, social, and racial justice in the AAPI community and other minority groups.
- Natural organizer who enjoys talking to members, board members, allies and other stakeholders. People go to you when they want to know who to work with on a specific campaign or how they can get help with a project.
- Someone who enjoys a respectful, positive, collaborative, and flexible work environment. The team is small but nimble. We celebrate shared successes and empower each other to be impactful in our work.
- Comfortable taking coaching and instructions in addition with working alongside different personalities and diverse communities

Job Requirements:

- 1-3 years of relevant experience, including at least 1 electoral cycle of civic engagement experience

- Demonstrated experience in working in tech tools and datasets/Excel.
 - Proficiency in VAN a plus
 - Experience with the following tools is a plus: Canva, peer-to-peer texting, relational organizing apps
- Demonstrated experience in tracking and reporting program success. Experienced in technical implementation, civic engagement, and communications.
- Knowledge of and experience working in the Asian American/Pacific Islander community.
- Demonstrated experience and passion working in low-income, working class, and communities of color around social, economic, and racial justice.
- Strong written and verbal communication skills; a relatable and persuasive communicator/organizer with excellent interpersonal skills.

Compensation

Starting annual salary of \$43,000-\$50,000 (maximum) depending on level of experience and skillset.

Benefits include:

- Fully paid health, vision, dental insurances.
- Fully paid life, short-term, and long-term disability insurances.
- 10 days of paid leave in addition to all federal holidays, and office closure last two weeks of the year.
- Flexible telework and alternative work schedule policies.
- Retirement: up to 5% employer matching contribution
- Monthly cell phone and transit stipend.

How to Apply

Submit a cover letter and resume with 3 references (at least 1 work reference) to: **apala(at)apalanet(dot)org** with the subject line “Data and Program Coordinator.”

APALA is an equal opportunity employer. We strongly encourage youth, people of color, women, LGBTQ, and disabled folks to apply. Applications are accepted on a rolling basis until the position is filled. Deadline for applications is March 20, 2020.

The privacy of applicants will be respected and preserved until the last phase of the hiring process. References will be checked during finalist interviews, with candidate knowledge.