



APALA, AFL-CIO Temporary Civic Engagement/Chapter Coordinator

The Asian Pacific American Labor Alliance, AFL-CIO (APALA, AFL-CIO) is seeking three skilled, strategic, and detail-oriented temporary civic engagement and chapter coordinators to support APALA, AFL-CIO (501(c)(5)) and IAPALA, AFL-CIO (501(c)(3))'s mission as the only national organization of Asian American and Pacific Islander (AAPI) union members and allies advancing worker, immigrant, and civil rights.

The coordinators will be responsible for critical aspects of IAPALA and APALA's civic engagement, chapter development, and leadership training program. This includes working with APALA officers, National Executive Board, APALA elected chapter leaders, elected labor leaders of state federations, area and local central labor councils, local union affiliates, as well as community and other allies to implement key components of our programming.

The positions are open immediately and will end on November 15, 2024. The positions will be hybrid, and travel may be expected depending on the needs on the ground. The coordinators are expected to maintain a full-time schedule (at least 40 hours a week), inclusive of night and weekend work as needed. The coordinators will report directly to the Deputy Director and work in close collaboration with the officers, Executive Director and the NEB.

North Western Coordinator (7 chapters)

- Hawaii
- California (Alameda, Sacramento, San Francisco, South Bay)
- Seattle
- Minnesota

Southern CA/Central Coordinator (7 chapters)

- California (Los Angeles, Orange County, Sacramento, San Diego)
- Minnesota
- Nevada
- Texas

Eastern Coordinator (7 chapters)

- Maryland

- Massachusetts
- Michigan
- New York
- Pittsburgh
- Philadelphia
- Washington, DC

Assignments to chapters may change depending on the needs on the ground.

Primary Responsibilities

- Work with APALA national staff to build and implement a national civic engagement program to include metrics, building support from chapter leaders and collaborating with other coordinators
- Work with APALA national staff on national programs, including areas of organizing, member engagement, and international solidarity
- Assist developing training to help develop the chapters, build APALA leaders, and strengthen relationships with labor and community allies
- Work with chapter leaders to help strengthen the chapters through communications, membership drives, leading or supporting actions/campaigns, helping chapters plug into APALA's national programs and otherwise mobilizing APALA members and supporters to engage in our program
- Deepen relationships on behalf of chapters with organized labor (local unions, Central Labor Councils and State Federations) and community groups
- Prepare written materials for APALA programs including but not limited to issue fliers, scripts, training materials, talking points, and social media
- Perform other duties as assigned

Desired Skills and Experience

- A successful record of working with labor unions
- Activism on behalf of workers and, Asian American and Pacific Islander communities
- A record of engaging in the pursuit of racial, social, and economic justice
- Strong interpersonal skills with the ability to communicate effectively and professionally with a diverse range of people
- Excellent research, oral, writing, and listening skills
- Effective time management skills, including prioritizing and managing multiple tasks, and demonstrated experience in developing personal work plans and goals.
- Demonstrated ability to build teams and work effectively in a team environment in both a lead and a support role.
- Knowledge of Asian American and Pacific Islander communities and the labor movement

Compensation

Coordinators will be paid \$30/hour as independent contractors. APALA is open to paying limited lost time for Coordinators coming out of their work site.

About APALA, AFL-CIO

APALA's National Executive Board (NEB) sets the agenda of the organization, and the staff (led by the Executive Director) is responsible for the day-to-day operations of APALA.

Founded in 1992 with the strong support of the AFL-CIO, APALA has 22 chapters in 16 states and a national office in Washington, D.C. In 2011 to ensure broader education, civic engagement, and capacity building for our communities, 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, developing labor leaders, and building political power for our communities
- Educating AAPI workers and allies about the labor movement, principles of trade unionism, and collective bargaining, as well as providing a vehicle for AAPI issues and concerns
- Activating our chapters across the country to advance social, racial, and economic justice through state-based campaigns
- Representing the voice of AAPI workers on coalitions within the labor community and more broadly in the civil rights, AAPI, and racial justice communities

Other Information:

- The National Executive Board is composed of up to 44 individuals. There are five constitutional officers of APALA. Our Constitution can be found [here](#).