



Civic Engagement and Operations Coordinator

Job Description

APALA seeks a detail oriented, passionate, and dedicated advocate for economic justice and AAPI worker equity.

Summary

The Asian Pacific American Labor Alliance (APALA), AFL-CIO is seeking a Civic Engagement and Operations Coordinator to help our team implement our organizing priorities and manage officer operations. The anticipated start date is late early December 2018 (some room for flexibility based on the candidate).

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 23 chapters and pre-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, 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, as well as provide a vehicle for AAPI issues and concerns;
- 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 Civic Engagement and Operations Coordinator will be essential to executing organizing campaigns in coordination with APALA chapters, and assisting with basic office operations. The Civic Engagement and Operations Coordinator will report to the Program Manager and work closely with the Executive Director, National Executive Board (NEB), APALA chapter leaders, 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.

This role will have high-level exposure to an exciting world of labor organizing, community advocacy, and nonprofit coalitions, and will have a chance to significantly drive APALA's overall direction, program, and productivity.

Responsibilities include:

Organizing (70%)

- **Civic Engagement** – Implementation of campaigns around for civic engagement including efforts around Census 2020, political, and citizenship campaigns.
- **Chapter Growth and Support** – Supporting chapter organizing campaigns through development of resources, trainings, and tracking materials to ensure success of civic engagement programs. This may include regular chapter communications (email, phone, in-person), relationship building and collaboration between chapters, and maintaining regular knowledge and support of chapter activities and programs. Implementation of services to chapters including toolkits, an online resource hub, and other resources.
- **Coalition Building** - Working with the labor movement, AAPI, and other community coalitions to represent APALA in organizing and civic engagement work.
- **Communications** - Frequent communications support around issue-specific press statements, issue briefs for chapters, and social media content development.

Operations 30%

- **Operations** – Perform general administrative duties such as answering phones (3-5 calls/week), filing (1x/month), mailing (1x/month), ordering office supplies (1x/every other month), etc. as needed.
- **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).
- **Finances** – Work with accountant to process bills and deposit checks in a timely manner (weekly).

About the Candidate

What We're Looking For:

- 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.
- Outcomes-oriented person who is creative about your work, loves to learn more about the movement, and is always asking questions. You are usually the kind of person who has a new idea for how to run the program better and appreciates constructive feedback from team members.
- 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?"
- 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.

Job Requirements:

- Knowledge of and experience working in the Asian American/Pacific Islander community.
- Relevant experience of electoral/civic engagement campaigns.
- 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.
- Excellent problem-solving skills
- Nice to have but not necessary:
 - Experience in economic justice or labor organizations
 - Experience organizing in civic engagement campaigns, especially in voter registration and voter turnout efforts.
 - Experience working in a local or state-based organizations
 - Experience working in coalitions

Compensation

Starting annual salary of \$43,000 - \$45,000 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.

Submit cover letter, at least one writing sample (action alerts, press releases, voter guides, volunteer recruitment emails, or fact sheets are all good options), and resume with 3 references (at least 1 work reference) to: [apala\(at\)apalanet\(dot\)org](mailto:apala@apalanet.org) with the subject line "Civic Engagement and Operations Coordinator." APALA is an equal opportunity employer. We strongly encourage youth, people of color, women, LGBTQ, and differently-abled people to apply.

Applications are accepted on a rolling basis until the position is filled.

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.