



Operations & Development Coordinator (Part-time)

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 part-time Operations & Development Coordinator to help our team implement our organizing priorities, manage office operations, and assist in new business development. The anticipated start date is late early February 2021 (some room for flexibility based on the candidate). This position has potential to turn into a full-time position after six months of work contingent on funding.

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, developing a pipeline of labor leaders, and building political power for our community;
- 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; 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 part-time Operations & Development Coordinator will be essential in assisting with basic office operations (50%), fundraising/development (30%), and administrative duties (20%). The Operations & Development Coordinator will report to the Executive Director and work closely with other APALA staff as well as APALA National Executive Board members. This position is based in Washington, D.C. but the entire staff is working remotely during COVID-19. Flexibility is required. Nights and weekends including travel may be required during busy times before major events (typically 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 non-profit organizations.

Responsibilities include:

Operations (50%)

- **Membership**
Manage membership database including processing membership forms, sending out mailings, and creating membership lists.
- **Finance**
Process and track invoices for payment, process subgrants, track deposits, reconcile expense reports, and assist with annual audit.
- **Other**
File and maintain paperwork for various federal and local compliance needs. Maintain a functioning physical and digital office space including managing vendors and purchase orders.

Fundraising/Development (30%)

- **Research**
Conduct background research and analysis for fundraising and development opportunities including grants, partnerships, and various funding. Create, update, and track pipeline of opportunities
- **Grant Writing**
Assist in grant writing for various funding opportunities, maintain and update boilerplate templates, track deadlines, coordinate proposal development scheduling, calls, and notes (as needed).
- **Fundraising**
Draft and update letters, address confirmation and mailings, update documents, coordinate with partners to receive grants/funds etc. as needed

Administration (20%)

- **Administrative**
Perform general administrative duties such as answering phones, checking general office email, mail, scanning and maintaining files.
- **Executive Director Assistance**
Assist the executive director with scheduling, email tracking, and general support
- **Board Meetings**
Assist staff with document preparations, coordinate logistics with event space, make reservations for meetings and meals, plan community and labor reception.
- **Convention**
Assist with logistics of biennial convention, including registration, hotel, and membership related needs.

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?"
- 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
- Demonstrated experience and passion working in low-income, working class, and communities of color around social, economic, and racial justice
- At least one year of experience working in a similar position.
- Strong written and verbal communication skills; a relatable and persuasive communicator/organizer with excellent interpersonal skills
- Excellent problem-solving skills
- Experience in office management and/or event logistics
- Strong computer and technical skills

Compensation

Hourly rate of \$20.00/hour, weekly range between 20-25 hours/week. Benefits include a monthly cell phone stipend and transit stipend (\$50 each/month).

To Apply

Submit cover letter and resume with 3 references (at least 1 work reference) to: [apala\(at\)apalanet\(dot\)org](mailto:apala@apalanet.org) with the subject line "Operations & Development 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.