



**Posting Date:** 08/19/2025

**Position Title:** Communications Coordinator

**Reports To:** Communications Manager

**Employee Classification:** Regular, Part-Time, Non-exempt (hourly)

**Hours:** 20 hours per week (part-time, 0.625 FTE)

**Compensation:** \$29.22/hour-\$32.89/hour depending on experience

**Benefits:** Work from home stipend, professional development opportunities, paid time off & up to 14 paid holidays annually, and flexible family-friendly schedule.

*Consideration of candidates will begin immediately and continue until the position is filled.*

### **About APANO:**

APANO Communities United Fund and its sibling 501(c)(4) organization, APANO Action Fund, unite Asians and Asian Americans to build power, develop leaders and advance equity through organizing, advocacy, community development and cultural work. We envision a just world where Asians and Asian Americans and communities who share our aspirations and struggles have the power, resources and voice to determine our own futures, and where we work in solidarity to drive political, social, economic, and cultural change. APANO CUF is a 501(c)(3) organization, and works closely with its affiliate 501(c)(4) organization, APANO.

### **Position Description:**

The Communications Coordinator will be the lead on managing and executing APANO's day-to-day communications strategy primarily through social media to uplift the organization's mission and advance its programs and initiatives. The Communications Manager will manage the Communications Coordinator and other collaborators such as graphic designers, translators, and other APANO program staff to develop high quality content and position APANO as a credible, influential voice on the issues impacting Asians, Asian Americans and our allies.

This is primarily work from home position, although staff are welcome to use the Orchards of 82nd or APANO West office. In person meetings and events can be as often as once a month. Mileage and travel expenses are reimbursed per APANO policy.

### **Primary Responsibilities:**

#### **Social Media (75%)**

- Lead on the day-to-day social media presence for multiple social media accounts across APANO and APANO Action Fund
- Develop electronic collateral on social media channels including but not limited to infographics, event flyers, and online ads



- Use social media tools to grow and mobilize audiences on APANO and APANO Action Fund platforms. Make recommendations on which platforms to prioritize as social media platforms evolve

### **Communications Implementation (15%)**

- Partner with APANO programs to craft and deploy communications campaigns to promote program goals and initiatives while still maintaining APANO's brand. Assist maintain systems and tools to facilitate coordination between the Communications team and other programs
- Track and report on effectiveness and quantitative reach of social media platforms, strategies, and campaigns for grant reports and to inform Communications strategy
- Assist with other communication tasks including but not limited to e-newsletters, media inquiries, crisis communications and rapid response

### **Admin, contracts and budgets (5%)**

- Manage social media tool subscriptions (e.g. Linktree, Canva, SproutSocial)
- Assist staff on creating and evaluating various APANO programs' communications budget, and make recommendations for the following fiscal year. Help track budgeting and invoices
- Assist with managing contractors for Communications projects such as graphic designers and translators. Work with contractors to ensure contract deliverables align with APANO's organizational voice

### **Org-Wide Communications Strategy (5%)**

- Consult with organizational leadership, program staff, and the Communications team to develop messaging, and maintain APANO's organizational voice and brand
- Deploy APANO communications in a way that is consistent with its organizational values and promotes equity in both the content and methods of communications
- Stay up to date with DEI training and ongoing current events that impact Asian, Asian American and BIPOC communities, especially local and state news

### **Required Qualifications:**

- Strong organizational and communication skills



- Strong racial and social justice analysis with knowledge of Asian, Asian American and BIPOC communities and issues
- 1-3 years of experience in social media management, creating written/visual digital content and working in or with BIPOC communities
- Excellent writing, editing, and verbal communication skills
- High school diploma or GED
- Strong storytelling skills and ability to interpret and explain complex material
- Strong team player able to work collaboratively with different colleagues and teams
- Strong project management skills and ability to think strategically and prioritize
- Strong knowledge and practice of digital accessibility
- Ability to use communications tools and system including SproutSocial
- Self-motivated, resourceful, and able to adapt to fast-paced environment
- Commitment to APANO's mission and building healthy workplace culture

**The following are a plus, but not requirements:**

- Associates degree in communications, journalism, marketing, public relations or related field, preferred
- Asian language proficiency
- Experience with multilingual communications
- Knowledge and practice of crisis management and rapid response in Communications
- Social media ads proficiency
- Ability to create high reaching reels and video content that upholds APANO's mission and professionalism as a nonprofit leader

**How to Apply**

Applications will be reviewed on a rolling basis until the position is filled. Priority will be given to applicants who submit an application by **[by Sept 3, 2025 at 11:59 pm]**. Applications should be emailed as an attached document (PDF preferred) to [jobs@apano.org](mailto:jobs@apano.org) with subject line "Communications Coordinator."

**Complete applications include:**

- Cover letter (1 page max) outlining the specific skills, knowledge, and experience you bring to the job and how those are a good fit with the responsibilities of the position
- A complete resume (2 pages max) detailing relevant experience, work history, education and accomplishments



- At least 1 example of the following content: copywriting and graphic design. Does not need to be content from a professional setting

*APANO Communities United Fund and APANO Action Fund are actively seeking to increase representation and develop the leadership of women, LGBTQ+ people, people with lived experience of economic injustices, and other underrepresented groups, including diverse Asian and Asian American communities, both within the organization and the broader racial justice movement in Oregon and Asian communities. APANO Communities United Fund and APANO Action Fund are equal opportunity employers. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status, or any other legally protected classification.*