



Position Title: Community Advocacy Manager

Reports To: PPACE Director (Political, Policy, Advocacy, and Civic Engagement)

Employee Classification: Regular, exempt (salaried)

Hours: 1.0 Full-Time Equivalent, 32 hours per week

Compensation: \$62,000-\$68,000, DOE

Benefits: 90% employer-paid medical, dental, and vision insurance for employees and their children, 401K plan with employer contribution, subsidized transit pass, work from home stipend, professional development opportunities, paid time off & up to 14 paid holidays annually, and flexible family-friendly schedule.

About APANO Action Fund:

APANO Action Fund (AF) is a statewide organizing and advocacy group, with a legacy of policy wins and innovative community programs. APANO AF is a 501(c)(4) organization that works in conjunction with APANO Communities United Fund (CUF), a 501(c)(3) organization, to achieve our larger vision of a just and equitable world where Asian, Asian American, and other communities are fully engaged in the social, economic and political issues that affect us. Please see our website at www.apanoactionfund.org for more information on our work.

Position Description:

The Community Advocacy Manager is APANO's lead community organizer and a front-facing representative of APANO in coalition and partner spaces. This role develops and runs our civic engagement programming, grows and stewards our new membership program, builds out our Know Your Rights (KYR) and volunteer rapid response programs, and serves as our main organizer across nonpartisan and electoral civic engagement work — including ownership of our voter data systems (EveryAction and VAN). The Civic Engagement Manager should be organized, metrics-based, a willing teacher, energetic, capable of motivating and managing staff, volunteers, and data.

They will report directly to the PPACE Director and coordinate closely with the PPACE (Political, Policy, Advocacy, and Civic Engagement) Team. APANO's electoral and civic engagement programs are fast-paced, dynamic, and team-oriented. Examples of the issue areas that APANO and this position may work on include: child care, housing, environmental justice, mental health and income inequality.

Typical work schedule is Monday through Thursday 9:00am to 5:00pm, with some weekend and evening events and occasional travel in Oregon and nationwide.

Primary Responsibilities:

Civic Engagement & Organizing Programs (35%)

- Develop and run APANO's civic engagement programming, including monthly webinars, in-person trainings, civic education, and voter engagement activities (voter registration, make-a-plan-to-vote, and trainings tied to the political and legislative landscape).
- Manage the VOTE Network program, budget, and partners through strategic planning, implementation, train the trainers, and sub-granting cycles to support



PPACE Team's Integrated Voter Engagement Cycle. Includes recruitment and retainment of future and current VOTE Network partners, benefits of being a member, and maintaining activation.

- Develop civic education opportunities for APANO staff, board, members, and the larger community. Plan and staff civic engagement events and activities in coordination with political and policy teams: voter registration, make a plan to vote, organizing, advocacy, legislative session, and other trainings specific to the political landscape at large.
- Support the development of APANO's membership, engage broader membership in civic engagement, leadership development, and organizing opportunities to base-build and expand capacity in the larger movement.
- Manage PPACE volunteers and organize shifts for canvassing, phone and text banks, attending events, leadership development, based on volunteer's sign up interests and availability.
- Assist with legislative advocacy campaigns, including drafting testimony, providing oral testimony, supporting the endorsement committee and the endorsement process for ballot measures, and representing APANO CUF at coalition tables.
- Actively maintain Voter Activation Network (VAN), EveryAction database and the organization's internal systems to update records, target lists for campaigns, and coordinate electoral organizing activities.
- Comfortable training volunteers and entry-level staff in field tactics (phone banking, texting, email, door canvassing, tabling).

Know Your Rights & Rapid Response (25%)

- Build out a train-the-trainers Know Your Rights program, including curriculum and a bench of community trainers.
- Develop and lead APANO's volunteer rapid response program, including work in coalition with Oregon for All.
- Recruit, train, and coordinate rapid response volunteers; manage activation, readiness, and shift scheduling.
- Represent APANO in rapid response, immigrant rights, and related coalition spaces.

Membership & Community Representation (25%)

- Grow APANO's new membership program and serve as primary membership point person.
- Recruit, onboard, and retain members; clearly communicate member benefits and pathways into civic engagement, leadership development and organizing.
- Set and meet membership growth goals (eligible for performance-based bonuses tied to those goals)
- Represent APANO in the community, including tabling and a visible presence at partner events.

Coordination, Communications and & Coalition Support (15%)

- Represent APANO at coalition tables and manage partner event requests
- Create civic engagement messaging and copy for phone banking, text banking



and member activation; contribute to monthly PPACE Team newsletter

- Support civic engagement grant concepts and reporting in partnership with staff and external partners.

Required Qualifications:

- 3-5 years of professional experience in civic engagement, grassroots organizing, or campaign work.
- High school diploma or GED.
- Demonstrated commitment to racial and gender equity; record of success working with communities of color, low-income folks, LGBTQ+ individuals, and other historically marginalized communities
- Familiarity with canvassing or campaigns; apps and online technology
- Strong project management experience
- Ability to think strategically and prioritize
- Ability to understand, interpret, and explain complex material
- Ability to establish and maintain effective working relationships in a team environment
- Self-motivated, resourceful, and able to adapt to fast-paced environments
- Ability to explain technical terms and complex policy concepts in a clear and concise manner
- Comfortable leading workshops and trainings with large groups
- Experience using Google and/or Microsoft Office Suites
- Ability to successfully pass a background check

The following are preferred, but not requirements:

- Asian and/or Pacific Islander language proficiency *strongly* preferred.
- Familiarity with Voter Activation Network (VAN), EveryAction, legislative tracking, and field organizing metrics.
- Bachelors degree in political science, public policy, community organizing, sociology or related field, preferred.

How to Apply

Applications will be reviewed upon receipt and this position will be open until filled, with priority given to applicants who apply by **July 12th, 2026**. Applications should be emailed as a single attached document (PDF preferred) to jobs@apano.org with subject "**Community Advocacy Manager**".

Complete applications include:

- Cover letter (1-page max) clearly outlining your interest in APANO, this position, and the specific skills and knowledge that you would bring to the job
- A resume (2-page max) with relevant experience, work history, education, and accomplishments
- *[If advanced to finalist stage]* three (3) references, with contact information, and your relationship to the reference



APANO Communities United Fund and APANO Action Fund are actively seeking to increase representation and develop the leadership of women, LGBTQIA2+, 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 BIPOC 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.