

JOB POSTING

Program Coordinator

Organizational Summary

The AAPI Civic Engagement Fund is a national initiative founded in 2014 with the belief that AAPIs¹ must be an integral part of strengthening America's democracy, improving the quality of life for all, and creating vibrant multiracial communities. The person holding this position may work part-time for a coordinated project, the National AAPI Power Fund, in the 1630 Fund, a 501(c)(4) organization, under a resource sharing agreement between NVF and 1630 Fund. The responsibilities under that position will be overseen by 1630 Fund.

Location: remote / Washington, DC preferred

Salary Range: \$60,000 – \$70,000

Benefits: Comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance, 3% automatic contribution and up to a 3% employer match on 401k contributions, pre-tax transportation benefits, and paid holidays, vacation, sick, and volunteer time off.

Job Description

The Program Coordinator is a new full-time exempt position with the primary responsibility to coordinate the programmatic needs of the Fund.

Programmatic duties:

- Coordinate major national grantee convenings, advisory board meetings, and other meetings
- Represent the organization at events, meetings, conference calls and online zoom meetings.
- Draft and disseminate correspondence to grantees, potential grantees, and opinion leaders.
- Develop effective communications between staff, consultants, and grantees, including the production of regular eblasts, website content management, and other external communications.
- Lead in the creation of templates, one-pagers, and presentation materials, and when possible, identify and coordinate the production of additional materials.
- Draft and/or edit correspondence, such as memos, letters, and presentations.
- Support the creation and implementation of marketing and communications strategies and tactics that promote the organization, its programs, initiatives, and overall mission.
- Coordinate grantee participation on program-related requests.

¹"Asian American and Pacific Islander" (AAPI) are defined as encompassing people from East Asia, South Asia, Southeast Asia, the Philippines, and the Pacific Islands.

- Track grantee participation for reporting and evaluation purposes.
- Respond to general inquiries as needed.

Administrative Duties:

- Actively participate in program meetings, summarizing key takeaways and follow up steps to ensure work progresses.
- Provide organizational support including but not limited to coordinating team meetings including preparing agenda and materials, note taking, and maintaining the organization's calendar.
- Scheduling for the Executive Director and Senior Advisor of Programs and Strategy
- Provide a wide variety of word processing, Excel, and database work, including in emails, letters, memos, and reports.
- Provide other administrative and logistics-related support as needed.

Education, Experience, Knowledge, Skills and Ability

- Commitment to the organization's mission, vision, and values.
- At least 2-5 years of experience in community organizing, electoral campaigns, issue advocacy, and forging local and national coalitions preferred.
- Knowledge of 501(c)(4) compliance, legal environment, and operations required.
- Knowledge of non-profit management, including legal and financial compliance for nonprofits required.
- Collaborative and proactive working style.
- Reliable, attention to detail, well organized and curiosity.
- Excellent written, oral, and verbal communications skills with special attention given to the audiences.
- Demonstrated ability to work independently, but also in team settings with excellent interpersonal and relationship-building skills.
- Proficiency in Microsoft Office, Dropbox, Zoom, Word Press, Google Docs, Google Spreadsheets, Google Presentations, online communications (including social media), and donation platforms.
- Ability to prioritize a large and varied workload, managing multiple tasks and details simultaneously.
- Ability to exercise independent judgment and problem-solving skills. Ability to show initiative, and willingness to learn and take on responsibilities as a contributing team member, proactively identifying or initiating ways to enhance a process, procedure or outcome that benefits the organization.
- Able to navigate database systems and relationship management systems.

Valued and Non-Essential Education, Experience, Knowledge, Skills and Ability

- Direct experience working with immigrant and refugee communities, communities experiencing language barriers or that are predominantly Limited English Proficient, or culturally isolated.
- Fluency in an Asian or Pacific Island language.

- Ability to work remotely during COVID pandemic. After the pandemic emergency has lifted, work will likely include a hybrid of primarily remote work with some local travel to an office in Los Angeles.
- Standard work hours Monday-Friday, 9a-5p ET.
- Ability to communicate via phone and to work at a computer for extended periods of time.
- Ability to work at a computer workstation in an ergonomically correct environment.
- Light lifting of materials and equipment in the typical work environment.
- Ability to work evenings and weekends when needed.

How to Apply

1. Submit the following items to: opportunities@aapifund.org
 - a. Cover letter explaining your interest in this position
 - b. Resume
2. Please include “Program Coordinator” in the subject line of your email.
3. Attach files in PDF or Word format, naming the documents: “LastName_FirstName_CL” and “LastName_FirstName_Resume”.
4. Applications will be accepted on a rolling basis *until filled*.

Hiring Statement

AAPI Civic Engagement Fund is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing, and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF’s work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

COVID-19 Policy

To center the safety and well-being of its employees, New Venture Fund requires that any employee who is required to conduct in-person activities for their job must be fully vaccinated against COVID-19 within four weeks of their start date. This position may require candidates to be fully vaccinated against COVID-19. Accommodations may be sought and approved in accordance with the law by contacting human resources at HR@newventurefund.org.