



Program Associate Job Announcement

Posting Date: January 22, 2024

Location: Hybrid in Washington, DC

Hours per week (average): 40 hours/week

Salary Range: \$67,000 - \$75,000

Status: Exempt

Position Summary

The AAPI Civic Engagement Fund (AAPI Fund) was founded in 2013 with the belief that Asian Americans and Pacific Islanders (AAPI) must be an integral part of strengthening America's democracy, improving the quality of life for all, and creating vibrant multiracial communities. Its sister 501(c)(4), the National AAPI Power Fund (Power Fund), was established in 2020 to develop an AAPI voting bloc capable of influencing policy change and electoral outcomes.

The Program Associate is a full-time exempt position whose main responsibility is to support the programming and external communications needs of the Power Fund. This is an exciting opportunity for someone who wants to build their civic engagement expertise, is skilled at event and project planning, and wants to be part of a nimble team that is passionate about our mission. The position will work closely with and report to the Program Manager.

We anticipate the individual holding this position may also work part-time for a coordinated project, the National AAPI Power Fund (Power Fund), in Sixteen Thirty Fund, a 501(c)(4) organization, under a resource sharing agreement between New Venture Fund and Sixteen Thirty Fund. The responsibilities under that position will be overseen by Sixteen Thirty Fund.

Responsibilities

- Support and coordinate the development of key programs, such as polling and research projects, town hall events, and support for AAPI women elected officials.
- Coordinate in-person, virtual, and hybrid events, meetings, and convenings, including logistics, outreach, and communications.
- Coordinate and participate in program meetings, including effective communication with staff and consultants, preparing materials, note taking, calendaring, and tracking key takeaways and next steps.

- Provide a wide variety of word processing, spreadsheet, and database work, including tracking data and drafting agendas, memos, letters, emails, one-pagers, reports, and presentations.
- Support the creation and implementation of marketing and communications tactics and materials, including eblasts, website content, and social media posts.
- Coordinate grantee participation in program events and track for reporting and evaluation purposes.
- Represent the Power Fund at events, meetings, and conference calls, and take notes as needed
- Participate in organization-wide strategy and planning sessions and participate on various teams to meet overall organizational goals.
- Provide other program support as needed.

Qualifications

The candidate must be someone who can exercise discretion and independent judgment. The candidate should be experienced in supporting a small team and taking initiative on getting things done in an organized, timely, and reliable manner. An interest in civic engagement and electoral campaigns is strongly desirable and there will be opportunities for learning, support, and training.

Core Education, Experience, Knowledge, Skills and Ability

- Commitment to the AAPI Fund's and Power Fund's mission and values, including centering racial justice and equity.
- Experience working in nonprofit, philanthropic, and/or political settings, particularly in community organizing, electoral campaigns, issue advocacy, and/or coalition-building.
- Experience with in-person, virtual, and hybrid event planning, implementation, and communications.
- Demonstrated ability to work independently, but also in team settings with excellent interpersonal skills.
- Reliable, pays close attention to detail, accurate in data entry, and well organized.
- Excellent written, oral, and verbal communications skills with special attention given to the audiences addressed.
- Experienced in a variety of word processing and spreadsheet creation, and able to navigate CRM software (we use EveryAction)..
- Proficiency in Microsoft Office, Zoom, WordPress, Google Suite, and social media.
- Able to prioritize a large and varied workload, managing multiple tasks and details simultaneously.
- Able to exercise independent judgment and problem-solving skills. Able to show initiative - a 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.

- A minimum of 1-3 years of full-time equivalent experience in a similar position.

Additional Education, Experience, Knowledge, Skills and Ability

- Direct experience with immigrant and refugee communities, and/or with Asian American and Pacific Islander populations is strongly valued.
- Fluency in an Asian or Pacific Islander language is an asset.
- Knowledge of 501(c)(4) compliance, legal environment, and operations is a plus.
- Capable of working in a dynamic hybrid work environment.
- Able to communicate via phone and videoconferencing, and to work at a computer for extended periods of time.
- Light lifting of materials and equipment in the typical work environment.

Benefits: Comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance for employees (and their families). Employees can enroll in 401k retirement plan and are eligible for a 3% automatic contribution and up to a 3% employer match on 401k contributions. Employees are also eligible for pre-tax transportation benefits. Employees will receive 120 hours of vacation time, 80 hours of health leave, up to 2 days of casual leave, and 20 hours of volunteer leave annually. Employees will also receive 13 paid holidays throughout the calendar year. Employees are eligible for 12 weeks of paid family and medical leave after 90 days of employment.

How to Apply

1. Please submit the following documents to: opportunities@aapifund.org
 - a. Cover letter explaining your interest in this position
 - b. Resume
2. Include "Program Associate" in the subject line of your email
3. Attach files in a PDF or Word format, LastName_FirstName_CL/Resume.
4. Applications will be accepted on a rolling basis until filled. Preference for applications received by February 16, 2024.

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.

E-Verify

NVF participates in [E-Verify](#) and will provide the federal government with employees' Form I-9 information to confirm authorization to work in the United States. Job candidates and employees authorized to work [may not be discriminated against](#) on the basis of national origin or citizenship status.