



**Title:** Program Manager

**Employment Type:** Full-time

**Program Area:** Community Outreach and Organizing in AAPI Communities, Civic Engagement, Program Implementation, Grant Writing

**Reports To:** APACEvotes (501c3) and Asian Pacific Island Americans for Civic Engagement (APACE) (501c4).

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APACEvotes, a 501c3 nonprofit organization, strives to increase access and participation in electoral and civic affairs by registering, educating and protecting Asian American and Pacific Islander (AAPI) voters. It works to create active and powerful AAPI communities that are well-educated on the issues, informed of the political process, and who fully participate in our democracy. APACEvotes is fiscally sponsored by OneAmerica.

APACE, a 501c4 nonprofit organization, envisions a just America that assures social, economic, and political equity for the diverse Asian Pacific Islander community. It works to transform our democracy by politically engaging and empowering the diverse AAPI community, and holding ourselves and our leaders accountable to progressive values of social, economic, and political justice. APACE is fiscally sponsored by Win/Win Action.

## **POSITION SUMMARY**

This is a full-time organizing and program management/coordination role based in an office in Seattle, WA. The position implements and coordinates the work of two entities, APACEvotes (501c3) and APACE (501c4) under the overall vision of increasing civic engagement and electorate participation among communities in the greater Puget Sound area and Washington State. The distribution of work time will be approximately 80% (501c3) and 20% (501c4) or the equivalent number of hours a week.

## **PRIMARY RESPONSIBILITIES**

### **Program Management:**

- Partner with the board of directors of APACEvotes and APACE to accomplish each work plan in alignment with the two organizations' strategic mission and shared vision;
- Ensure that program activities operate within the policies and procedures as defined in the Memorandum of Understanding between APACEvotes and APACE;
- Document all activities and compile reports for stakeholders; and
- Assume additional program administration responsibilities as required by the needs of the organizations.

### **Community Organizing and Civic Engagement:**

- Develop, implement, and evaluate targeted strategies to reach AAPI ethnic communities;
- Work with the boards to design and launch multi-lingual voter education, get out the vote, and advocacy efforts;
- Collaborate with other civic organizations and groups to increase AAPI voter education, voter registration, and voter participation;
- Attend evening and/or weekend board meetings and community events;
- Attend coalition and funder meetings;
- Work with ethnic media outlets and various vendors on media production and purchases; and
- Manage news and social media outreach efforts.

### **APACE (501c4) Only – Political and Legislative Engagement:**

- Work with political candidates through APACE’s endorsement process;
- Work effectively with coalitions on community, policy, and political tables;
- Facilitate development of a legislative agenda and advocate for policy change;
- Mobilize community members and allies to advocate on issues; and
- Direct and participate in field operations, from canvasses to phone banks.

### **Capacity Building:**

- Increase awareness and visibility of APACEvotes and APACE;
- Recruit, train, and manage interns and volunteers to achieve goals and objectives;
- Manage the organizational database and build and maintain various volunteer lists; and
- Assist in fundraising (through grants, special events, etc.) in collaboration with the boards.

### **QUALIFICATIONS**

#### **General:**

- At least two years of non-profit or campaign experience with social, economic, or racial justice issues;
- Prior experience organizing in communities of color and immigrant and refugee communities;
- A highly motivated self-starter with the ability to work independently with minimal supervision;
- Keen strategic thinking and problem-solving abilities;
- Excellent verbal, listening, and written communication skills;
- Flexibility to accommodate community-based scheduling needs in the evenings and on weekends;
- Proficiency with Microsoft Office Suite and social media tools;
- Experience with group facilitation and coalition-building preferred;
- Experience writing grants preferred;
- Bi-lingual skills in AAPI languages are preferred;
- Consent to a standard background check.

#### **APACE (501c4) Only:**

- Ability and willingness to work with political candidates, policymakers, allies, media, and partners;
- Familiarity with the legislative process and how public policy impacts AAPI communities; and
- Strong commitment to racial equity and social justice.

### **COMPENSATION**

- Salary range between \$35,000 and \$42,000
- Flexible work schedule
- Medical and dental benefits
- Retirement benefits
- Holiday, vacation and sick leave

### **TO APPLY**

Send a cover letter and resume, with three references, to [apacevotes@gmail.com](mailto:apacevotes@gmail.com). In your cover letter, indicate how your personal and professional background informs why you are interested in this position. Please highlight how you meet or exceed qualifications. No phone inquiries, please.

**Applications requested by March 30, 2016.** Applications and interviews will be reviewed and scheduled after this date.