



Job Opening: Communications Director

Status: Full time, exempt

Salary Range: 40,000-50,000

Experience: Minimum of three years

Benefits: Health, Dental, Vision insurance benefits offered; paid time off for vacations, sick leave

Positions Available: 1

Application Deadline: Applications will be reviewed on a rolling basis to start as soon as possible.

Location: The main office in Raleigh, the position requires occasional travel across the Triangle and other parts of North Carolina. Work will be remote until it is safe to return to the office, but you **MUST** be local or intend on moving to the area in order to apply.

About the organizations:

North Carolina Asian Americans Together (NCAAT) is a nonpartisan, nonprofit organization committed to supporting equity and justice for all over fostering community among Asian American Pacific Islander (AAPI) communities and allies in N.C. through civic engagement, leadership development, grassroots mobilization, and political participation.

NCAAT in Action is committed to supporting equity and justice for all by building political power among AAPIs (Asian American Pacific Islanders) and allies in North Carolina through voter education, progressive advocacy and leadership development.

About the position:

NCAAT is seeking a Communications Director to develop strategic communications plans that will elevate the issues that impact the NC AAPI community. The Communications Director will report to the Executive Director but will need to be able to work collaboratively with all staff members. This position requires attention to detail, strong project management, excellent writing skills, and the ability to work some nights/weekends for rapid response, when necessary.

This is a critical role for the organization, and the ideal hire must have the experience to hit the ground running. In the wake of the pandemic and the rise of the Black Lives Matter movement, it is more important than ever that we engage our communities through innovative and effective messaging.

Qualifications: This position is ideal for a candidate with great interpersonal skills and an interest in civic engagement and learning more about the AAPI community in North Carolina.

Candidate applying for this position must have:

- At least 3 years of experience working in communications. Previous work with a nonprofit or campaign is a plus, though not required
- Experience building relationships with the press
- Experience with planning press events such as press conferences
- Experience with writing press releases and media advisories
- Proven ability to craft and implement strategic communications campaigns
- Experience with planning and executing social media and digital campaigns
- Strong project management skills
- Detail-oriented, self-starter, fast learner
- Excellent writing and editing skills with knowledge of AP style
- Strong familiarity with website design and development, particularly through WordPress
- Familiarity with basic HTML, CSS
- Familiarity with CRMs, particularly with EveryAction
- Experience with producing marketing materials, including layout and design software
- Knowledge of or experience with Asian ethnic media a plus
- Public speaking skills
- Must be a team player
- Must be available for after hour/weekend rapid response
- Comfortable using digital tools to engage, communicate with, and lead a team remotely

Application Process:

Apply now by sending your resume and a brief letter of interest to jobs@ncaatogether.org

Applications will be reviewed on a rolling basis.

NCAAT is an equal opportunity employer and welcomes applicants without regard to race, color, religion, sex, national origin, gender, gender identity, age, or disability. Women, people of color, LGBTQ+ individuals, and others from historically marginalized groups are encouraged to apply.