



## Job Opening: Communications Coordinator

**Status:** Full time, exempt

**Salary Range:** \$30,000 - \$40,000

**Experience:** Minimum of one year

**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 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 Asian American and allies in North Carolina through voter education, progressive advocacy, and leadership development.

### **About the position:**

NCAAT and NCAAT in Action are seeking a Communications Coordinator to carry out strategic communications plans that will elevate the issues that impact the NC Asian American community. The Communications Coordinator will report to the Senior Director of Programs 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, 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 Asian American community in North Carolina.

Candidate applying for this position must have:

- At least 1 year of experience working in communications. Previous work with a campaign, press relations agency, or news outlet preferable.
- Very strong writing and editing skills for different audiences, with knowledge of AP style, preferably for newsletters, press releases, and/or news articles and op-eds.
- Very strong comfort level with public speaking and ability to establish and maintain external relationships in settings for both wide audiences and one-on-one conversations.
- Very strong, critical attention to detail.
- Strong, proven ability to implement strategic communications campaigns.
- Strong project management skills.
- Experience working with style/branding guides.
- Some familiarity with current events and issues impacting Asian and Asian American communities in North Carolina and in the U.S.
- Some experience with producing marketing materials, including layout and design software such as Adobe suite.
- Some familiarity with website design and development, particularly through WordPress.
- Some familiarity with basic HTML, CSS.
- Some familiarity with CRMs, particularly with EveryAction.
- Ability to use digital tools to engage and communicate with a team remotely.
- Self-starter and fast learner.
- Must be a team player.
- Must be available for after hour/weekend rapid response.

Nice to have:

- Knowledge of or experience with Asian language media a plus.
- Experience with executing social media and digital campaigns.

**Application Process:**

Apply now by sending your resume, a brief letter of interest, and a writing and/or design work sample to [jobs@ncaatogether.org](mailto: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.*