



Job Opening: Community Engagement Coordinator

Status: Full time with benefits

Salary: \$58,000 - \$72,000

Experience Requirements: Minimum one year in a relevant position

Location: Main office in Raleigh, the position requires travel across the Triangle and other parts of North Carolina

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

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 NC 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 Americans and allies in North Carolina through voter education, progressive advocacy, and leadership development.

Benefits:

NCAAT and NCAAT in Action offer full-time employees health, dental, and vision insurance benefits, paid time off for vacations, and sick leave. In order to help employees maintain a reasonable work schedule, we offer flextime on Friday afternoons, with the occasional opportunity to remote work with respect to the scope and needs of individual work and projects. Additionally, to support the professional development goals of our employees we offer a yearly \$500 professional development stipend; \$450 stipend towards an Asian language course; and ongoing training opportunities.

About the position: NCAAT is seeking a Community Engagement Coordinator to broaden our work with community members and stakeholders around NC. The ideal candidate will be detail oriented, a strong written and spoken communicator, and interested in organizing internal processes and data. Candidates must be passionate about community education and building deep, collaborative relationships with NCAAT's community members.. The Community Engagement Coordinator will work closely with NCAAT staff, the programs team, and be a key member of the Community Engagement Team.

Role Responsibilities:

- Support the work of the community engagement team through the organization, coordination, and implementation of NCAAT's programs including ASAP, citizenship clinics, and NCAAT chats.
- Help manage NCAAT's Community Partner Network, recruiting affiliated groups into the program and maintaining relationships with partners.
- Research issues relevant to Asian communities in NC, using collected data to synthesize educational materials to be shared with stakeholders and communities across the state

in-language.

- Support organization and facilitation of community focus groups and listening sessions to build a deeper understanding and pool of data about issues impacting Asian communities in NC.
- Attend relevant community stakeholder meetings and report key takeaways to the NCAAT team.
- Manage NCAAT's volunteer program, streamlining intake and onboarding processes for new community members to our volunteer program with feedback and direction from the Community Engagement Manager and Director.
- Attend relevant community events (ex: festivals, town halls, etc.) as an NCAAT representative and community liaison.
- Manage and organize community member and event data using CRMs like EveryAction
- Coordinate across NCAAT's programs team to plan events, workshops, and community engagement opportunities for NCAAT's community members.
- Able and willing to travel in North Carolina to Raleigh, Chapel Hill, Durham and occasional travel to other cities in NC.

Core competencies:

- Committed to social justice and equity
- Able and willing to drive in North Carolina
- Strong writing and research skills
- Ability to work collaboratively and independently
- Willing to work flexible hours including some evenings and weekends
- Experience with community organizing or community relationship building
- Working knowledge of different Asian American and BIPOC community groups in NC
- Strong interpersonal communication and organization skills
- *Nice to have* — Basic skills in any Asian language

Application Process:

Apply now by answering the questions and uploading your resume via [this application link](#). Applications will be reviewed on a rolling basis. Please **do not** send your application materials by email. If your qualifications fit the specifications of the position, we will reach out about next steps.

➡ [**APPLY HERE**](#) ⬅

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.