Job Announcement
Content and Communications Associate

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LOCATION: Bay Area, CA.; Remote with possible travel
DURATION: up to 1-year with possible extension
Contact: community@aapiwomenlead.org

Deadline for Application: November 12, 2021

AAPI Women Lead aims to strengthen the progressive political and social platforms of Asian and Pacific Islander communities in the US through the leadership of AAPI women, girls, and non-binary communities. Our goal is to challenge and help end the intersections of violence against and within our communities. We do this work in solidarity with other communities of color. More information at: www.imreadymovement.org and our social media platforms at AAPIWomenLead on Instagram and Twitter; AAPI Women Lead on Facebook.

JOB OVERVIEW:
Content and Communications Associate will help to manage, create, and curate AAPI Women Lead’s social media platforms. The purposes of the AAPI Women Lead’s social media platform is to center what is happening in Asian and Pacific Islander communities across the U.S. and its territories, to amplify AAPIWL’s programs and events, and to provide political and cultural education. The Content and Communications Associate will help to research and create social media content that highlights experiences of racial and gender-based violence while elevating our stories of survival, power, healing and mutual aid. The social media content will help to inspire our communities’ in their efforts to build upon existing progressive political power and to highlight the experiences and expertise of AAPI women, girls, and non-binary communities. The Content and Communications Associate will create original content as well as research, cross-post, and cite material that is relevant to the organization’s mission statement and programs.

Requirements:
The ideal candidate has experience creating and curating creative and accessible political and educational content that is grounded in storytelling, social justice, transformative justice, and healing. The Content and Communications Associate must have experience in design and have technical abilities to create and efficiently execute AAPIWL’s social media goals. The Content and Communications Associate will thrive in a start-up environment and will work with AAPIWL’s team to help expand and drive the creative process for AAPIWL’s social media platforms. Below are the details of the core responsibilities of this position:

**Program Management:**
- Work with AAPIWL’s team to co-create internal and external communications and content relevant to the organization and our mission;
- Co-create and curate accessible content for upcoming events with staff;
- Co-create content and communication tools with staff for internal and external purposes;
- Co-create and curate content and communications with staff that includes AAPIWL updates, global and local news, research, issues on transformative justice, social justice, mutual aid, abolition, anti-AAPI racism, gender-based violence, and more;
- Help manage and post on AAPIWL’s social media platforms including AAPIWL’s blog, Twitter, Facebook, YouTube and Instagram;
- Establish new platforms;
- Participate in weekly staff and coalition meetings;
- Co-create and co-maintain social media calendar with staff

**REQUIRED QUALIFICATIONS**
- 1-3+ years experience creating accessible and versatile social media content for Instagram, YouTube, Facebook, and more;
- 1-3+ years experience creating and executing social media campaigns;
- 1-3+ years working with community-based organizations or non-profits;
- Strong writing and communication skills;
- Strong understanding of social media trends;
- Proficient in Adobe Creative Suite, ProCreate, Canva, video editing, web design
- Experience working with Black, Indigenous, Asian, Pacific Islander, and other communities of color on issues of ending violence;
- Comfortable in a fast paced (sometimes intense) work environment; self-starter, detail-oriented and organized; able to work in a team environment;
- Strong understanding and desire to learn about gender-based violence, racism, white supremacy, mutual-aid, abolition;
- Experience working in collaboration with a small staff;
- Strong networking skills;
- Strong written communication skills and organizational skills;
- Creative, bold, and kind
PREFERRED QUALIFICATIONS

- Experience working across intergenerational communities;
- Experience working community organizing and advocacy, particularly with Asian and Pacific Islander communities;
- Ability to speak and write English + Asian, and/or Pacific Islander languages is desired but not required;
- Energetic and inspired by individual and community empowerment;
- Experience working in collaboration with diverse stakeholders in the community

COMPENSATION & LOCATION

- Salary is determined as commensurate with experience based on a range of $42,000-$45,000 per year for this 1-year full time position project with the possibility of extension.
- Position is available in the San Francisco Bay Area and/or remotely in the United States and its territories.

Please send resume, cover letter, short writing sample, and example of content to community@aapiwomenlead.org

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