



Position Available: Manager, Community and Civic Engagement Department
Department: Community and Civic Engagement Department
Location: Cleveland/Akron, OH
Schedule: Full-time, 40 hours, Exempt
Travel: Travel in-state and out of state may be required.

SUMMARY

Asian Services in Action, Inc. (ASIA, Inc.) seeks a highly motivated and bright individual who possesses a diversified set of skills for the Manager of the Community and Civic Engagement (CCE) Department. The person will be responsible for the management, coordination, and execution of the day-to-day communications as well as community and civic engagement programs. This person will supervise department staff and work closely with partners at the local, state, and national levels to advance the policy agenda of Asian American Pacific Islander (AAPI), immigrant and refugee communities. The position requires dedication to work with communities that are mostly limited English proficient (LEP). The work schedule includes occasional evening and weekend events, as necessary. The position reports to the Chief Executive Officer.

DUTIES AND RESPONSIBILITIES

- Directly oversee Civic Engagement staff members and participate in recruitment and hiring of new employees;
- Develop and manage communications strategies supporting individual ASIA/ICHC programs and raising the profile of the organization as a whole in the community and state;
- Manage and support the professional growth of Civic Engagement program staff members through strategy setting, workplan development, and ongoing progress assessments;
- Develop and monitor program budgets making needed adjustments based on funding availability and keep operations within budget;
- Develop effective mechanisms to track measures such as social media metrics and earned media hits to be communicated to senior leadership, funders, and other stakeholders
- Submit all required grant reporting in a timely manner;
- Develop and manage a plan to revitalize ASIA, Inc.'s voter engagement work with the goal of advance reaching voter parity;
- Oversee Civic Engagement staff's participation in events such as health fairs and cultural festivals;
- Work with department staff to develop, implement and evaluate advocacy, coalition- building and organizing campaigns that advance voting rights and protect against voter suppression;
- Develop and test effective and new organizing and mobilizing strategies and tools;
- Serve as a policy expert for organizations, campaigns, and media interested in immigration issues at the local and state levels;
- Serve as ASIA's Representative on civic engagement activities including programs focused on immigrant rights, voter participation and national refugee policy;
- With department staff, attend coalition meetings across Ohio and out of state to build relationships, identify opportunities for engagement, and advance the goals of the department;
- Set legislative priorities, in consultation with ASIA's Leadership Team and other Community Stakeholders;
- Develop legislative strategies and work with department staff to carry out activities and tactics to advance legislation or proposals at the local, state, and federal levels;
- Work toward building and coordinating statewide coalitions aimed at advancing the rights of AAPIs, refugees and immigrants;

- Organize the organization's annual Advocacy Day and any other advocacy-related trainings or events;
- Work on other assigned tasks.

REQUIRED QUALIFICATIONS

- Excellent writing and editing skills;
- Superior oral communications skills;
- Excellent organizational skills and ability to work independently;
- 1-3 years of proven experience in communications, preferably for a nonprofit organization and/or within AAPI, immigrant or refugee communities
- Ability to lift 30 lbs or more;
- Ability work on evenings and weekends, as necessary;
- Ability to commute throughout Ohio with a current license, insurance, and a car;
- Ability to pass a criminal background check;
- Authorization to work in the United States;
- Belief in and commitment to progressive social, racial, and economic justice;
- Ability to work with diverse staff who are multicultural and/or multilingual;
- Computer skills, including proficiency with MS Office and OS applications;
- Ability to work under pressure and maintain the quality of detailed work while meeting competing and inflexible deadlines;
- Must pass a criminal background check and have a valid driver's license;
- Must be authorized to work in the U.S.

PREFERRED QUALIFICATIONS

- Bachelor's degree with a background in political science, international relations, communications, or nonprofit management, or a related field, or equivalent work experience;
- At least one year of proven management experience overseeing a staff of 3 or more;
- At least moderate proficiency in at least one Asian or Pacific Islander language;
- Knowledge of AAPI cultures and/or experience with refugee or immigrant communities;
- Prior experience in a non-profit setting.

BENEFITS

ASIA offers a competitive benefits package that includes: personal, vacation and holiday paid time off; health insurance stipend; dental/vision coverage, life, and long-term insurance; retirement contribution match; professional development opportunities; and other incentives.

CONTACT

Please send a cover letter and resume to HR Manager (HRManager@asiaohio.org). Visit www.asiaohio.org. No phone calls, please.