Communications Coordinator

Who We Are

LEAP (Leadership Education for Asian Pacifics) is a national, nonprofit organization founded in 1982 with a mission to achieve full participation and equality for Asian and Pacific Islanders (APIs). LEAP works to achieve this mission by: Developing People, because leaders are made, not born; Informing Society, because leaders know the issues; and Empowering Communities, because leaders are grounded in strong, vibrant communities. Guided by the philosophy: “Keep Your Values. Develop New Skills.” LEAP is focused on “uncapping talent” and filling the pipeline with Asian and Pacific Islander leaders across all sectors.

About This Role

LEAP is seeking a Communications Coordinator to support our efforts in enhancing our reach and awareness within the corporate, nonprofit and communities invested in API advancement and leadership. In this role, you will be assisting the Chief Development Officer in expanding our mission and vision by creating and driving the execution of LEAP’s communications and marketing strategies.

Our ideal candidate for this role would possess a keen eye for detail and organization, welcome the opportunity to be challenged creatively, embody strong communication and design skills and have a drive to empower the API community. This role requires the Communications Coordinator to stay updated on conversations happening within the API community and leadership education to identify trends and ensure the content they are creating is both relevant and engaging for our audience. To be successful in this role, our ideal candidate would need to thrive in a fast-paced environment, demonstrate strong collaborative efforts, show proficiency across all social media platforms, and hold experience in creating both written and digital design content.

What You’ll Do

- Assist the Chief Development Officer in the creation and execution of an annual communications strategy which includes elevating LEAP’s brand, promoting thought leaders within the team.
- Create content for newsletters.
- Create content for blog posts, social platforms (Instagram, Facebook, LinkedIn, Twitter) highlighting programs, newsletters and more.
- Manage list of press outlets.
- Collaborate with external partners in marketing and communications.
- Manage LEAP’s website including making content updates, providing an enhanced user experience, ensuring the site is SEO optimized and more.
- Track and report analytics on marketing and communication campaigns detailing successes and areas of improvement for fundraising and promotional events.
- Assist with planning and executing fundraising and engagement events, including creating marketing collateral, driving attendance, capturing attendee data and more.
- Support Development Manager to coordinate volunteers, support staff, vendors for fundraising and promotional events.
• Stay up to date on industry trends and make recommendations for adjustments to communication strategies and practices.
• Remain available for other supportive duties as needed.

Who You Are
• 1+ years of experience in communications; preferably working with nonprofits, the API community, political or social justice issues.
• Hold a Bachelor's degree in Communications, Journalism, Political Science, or related field.
• Must have strong familiarity in the Asian and Pacific Islander community, including its needs, challenges, and opportunities.
• Display excellent oral and written communication skills.
• Ability to think analytically and critically.
• Ability to work independently and as part of a team.
• Ability to work well under pressure, manage multiple projects concurrently and update priorities as needed.
• Experience with Salesforce, Adobe applications and Canva preferred.
• Hold a strong understanding of SEO best practices.
• Must have a passion for purpose-driven and solutions focused work.
• You thrive in a fast-paced environment and are flexible to pivot when needed.
• You have a great sense of humor and enjoy being a part of a close-knit team.

Other Information
• Remote work possible
• Non-exempt position with compensation range $22 - $26 per hour
• Full health, vision, and dental coverage; long-term disability after two months employment
• Option to participate in Health Savings Account with employer contribution
• Participate in 401K Retirement Plan with 4% employer match after one-year of employment
• Unlimited paid time-off
• Winter and Spring office closures
• Personal development and skill-building support

If you are interested in helping the API Community and this role interests you, we encourage you to apply by emailing your resume to Eledy Vargas Gonzalez at evargas@leap.org