Community Engagement Coordinator - Job Announcement

Since 1990, the Asian Pacific Community Fund (APCF) is the only community-based fund of its kind in Southern California, generating vital resources and funding through various channels to support the rapidly growing Asian Americans and Pacific Islander (AAPI) communities. APCF and its network of 74 AAPI agencies provide linguistically and culturally appropriate health and human services to over 4.9 million residents throughout Los Angeles County and beyond. Programs and services are provided in 47 Asian and Pacific Islander languages plus English and Spanish.

The Asian Pacific Community Fund’s mission is to cultivate philanthropists to invest in community organizations that empower underserved AAPIs to prosper. We transform lives and meet the diverse needs of AAPIs by 1) building healthier communities, 2) developing leaders, 3) creating a stronger voice, and 4) providing the foundation for a brighter tomorrow.

APCF is looking for a person with ability to work well under pressure with frequent interruptions, to prioritize changing workloads in order to meet tight deadlines, and to work both independently and as a member of a team who is a tech-savvy professional and passionate about the AAPI community.

**Job Title:** Community Engagement Coordinator  
**Focus Areas:** The management and delivery of successful programs and the ownership of all communication related to partner relationships. This role will own APCF program execution that includes capacity building workshops, the Meet the Funders program, the AAPI Community Van Tour, the management of the Asian American Professional Association’s Board Leadership Program and support APCF leadership in the curation and management of custom programs.  
**Salary:** Commensurate with experience. This is a full-time position.  
**Location:** 1145 Wilshire Blvd., Suite 105, Los Angeles, CA 90017

**JOB SUMMARY:**  
APCF is seeking a passionate individual who is organized and understands events – from stakeholder management, planning and through execution - both virtual and in-person. This candidate will also have a strong marketing point of view, ensuring the clear communication of these programs and the ability to build key relationships across partners, donors, teams and participants.

The Community Engagement Coordinator role provides the opportunity for growth at the APCF, with brand ownership of the successful programs and fundraising campaigns the APCF has curated during its inception in 1990. This role will collaborate with the APCF leadership team to ensure program impact and the awareness of this impact will be shared in recaps, social campaigns and more, both internally and externally.
This role provides the chance to make a difference, with ownership and growth opportunities at a leadership level. The APCF is looking for a team member who is mission driven and committed to making an impact in the API community.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

Program Management
- **Capacity Building Workshops**
  Manage the planning, speaker and attendee relationships and the overall delivery of the Capacity Building Workshops. Currently being hosted via webinar, coordinate with APCF leadership to continue to deliver these informative sessions focused on public speaking, marketing and social media, fundraising, program evaluation and more.
- **Meet the Funders**
  Own this bi-annual program in partnership with the AAPIP-LA (Asian Americans/Pacific Islanders in Philanthropy – Los Angeles). This program creates a panel of several funders to discuss their organization’s funding priorities, eligibility criteria, do’s and don’ts of applying, and other insights that demystify the funding process. This candidate will own the delivery of this event and manage all stakeholders, including the post-event funder discussion.
- **API Community Van Tour**
  Once a year, the APCF partners with AAPIP-LA and Southern California Grantmakers, as a co-sponsor for the annual API Community Van Tour. This candidate will work across partners and organizers of this half day tour to ensure that the tour provides an opportunity for attendees to meet the nonprofits serving the community where they are.
- **Board Leadership Program Partnership**
  Support the partnership with Asian American Professional Association on the execution of the program and help APCF leadership transition the six-month curriculum for successful execution.

General Program & Community Management
- Supports the APCF leadership team as they build custom programs for new partners. Oversees and implements resources to drive transparent communication with all stakeholders.
- Collaborates across APCF teams to ensure that all social channels, website and platforms are accurate, current and reflective of current programs.
- Works with the internal as well as external team and partners to ensure program voices are captured, partners are recognized and programs are promoted.
- Strategizes on what content to share with various cohorts, manages all MailChimp emails, works with CRM team to ensure cohort lists are updated and accurate across all comms.
- Works with APCF leadership to ensure that the mission is fulfilled through events and programming.
• Plans, organizes and leads APCF program strategy, connecting vendors, working with internal and external teams, board members, donors and partners.

QUALIFICATIONS & REQUIREMENTS:
• Two or more years in project management, event or relevant marketing experience.
• Dedication to the work, mission and vision of the APCF.
• Willingness to learn about the vision of APCF and execute the organization’s brand voice and work across multiple platforms and outlets.
• Self-starter with strong project management and budget management experience with demonstrated ability to oversee and collaborate with multiple stakeholders.
• Independent worker who knows how to problem solve and strategize solutions.
• Strong written and oral communication skills.
• Strong work ethic with a high degree of collaboration and ownership.
• Ability to work a flexible schedule (occasional nights and weekends may be required).
• Successful applicants will be asked to show proof that they can legally work in the US.

Additional Considerations
• Computer proficiency in Windows operating system and MS Office software, including Word, Excel, Powerpoint and Access.
• Ability to operate Internet applications and email as well as proprietary and external vendor programs including CRM database software (Salesforce), Squarespace Website Builder, Wufoo Online Form builder, etc.
• Understanding and familiarity of the API community in Los Angeles County.
• Ability to speak, read, and write Chinese, Japanese and/or Korean.
• Looking for an individual with a start-up/growth mindset who understands the importance of the work and seeking an opportunity to define what the APCF can do to add to its legacy as it enters the next generation of giving and philanthropy in the API community.

TO APPLY, please email the following to HR@apcf.org with subject header “COMMUNITY ENGAGEMENT COORDINATOR”:
1. Cover Letter
2. Salary Requirements or Salary History
3. Résumé