ORGANIZATIONAL DESCRIPTION:
The Asian American Advocacy Fund (AAAF), a non-profit 501(c)(4) social welfare organization based in Norcross, Georgia, has an immediate opening for an experienced individual to join its team in the position of Community Organizer. The individual selected will report directly to the Organizing Manager.

POSITION OVERVIEW:
The AAAF seeks a Community Organizer to serve as a connection between the AAAF and the community. The selected candidate will be responsible for coordinating the AAAF's initiatives to represent the AAPI community in the Metro Atlanta area and throughout Georgia through community engagement, coalition building, and collaborating with other organizational teams and affiliates to support programs that align with the AAAF's mission. This position qualifies as a hybrid role, meaning that the staff person may work remotely, but will need to attend monthly in-person staff meetings and other job-related activities that require in-person participation, which can include off-site meetings and activities.

Responsibilities:

Membership and Community Organizing
- Recruits new members by tabling, phonebanking, canvassing, and other relationship-building activities
- Holds ongoing membership meetings that include relationship building, political education, leadership development training, and strategy buy-in
- Create leadership opportunities within membership meetings and outreach
- Educates members on organizationally-relevant political issues and the strategies being utilized to promote our positions
- Prepares and coaches members to speak at public hearings, rallies, and legislative visits
- Identifies stories from organization and community members related to political issue campaigns and supports members in sharing their stories
- Coordinates and participates in volunteer campaign outreach events, such as canvassing, phonebanking, or other community outreach team efforts
- Ensures that data related to members and volunteers is entered into EveryAction
- Helps recruit volunteer canvassers from the membership and community base
- Ensures that volunteer canvassers understand their roles and responsibilities and help to onboard them with relevant compliance and employment policies
- Trains canvassers and AAAF Members in canvassing and phonebanks
- Assists in managing the AAAF's in-language voter support hotline; recruits, trains, and supports volunteers to run as needed and develops a FAQ and talking points document for volunteers
- Supports and ensures that volunteers record data in VAN and phonebank software

www.AsianAmericanAdvocacyFund.org
Federal EIN: 83-1198242
Partner & Stakeholder Engagement
  ● Serves as an ambassador for the AAAF in community coalitions, meetings, and events
  ● Strengthens community and organizational partner relationships, further establishing the AAAF as a leading organization in organizing spheres at the state and national levels
  ● Regularly identifies new opportunities for the AAAF to be present in community settings

Cross-Functional Collaboration
  ● Supports the goals of the AAAF’s Political and Communications teams as needed by engaging members and volunteers
  ● Provides logistical and administrative support for organization-wide projects and events

QUALIFICATIONS OF THE IDEAL CANDIDATE
The ideal candidate for this position is a dynamic and results-driven individual who is passionate about political organizing and community outreach, with a demonstrated commitment to advancing social justice causes. As a representative of AAAF within the AAPI community, they should be personable and actively involved in community events and activities, able to build strong relationships with community members and partners, and possess exceptional communication skills.

Must Haves:
  ● A minimum of one year of related work experience in campaigns or political organizations
  ● Embracing the values and goals of AAAF’s mission and vision
  ● Excellent verbal and written communication skills
  ● Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow
  ● Strong interpersonal skills
  ● Ability to deal effectively with a diversity of individuals at all organizational levels
  ● Ability to work independently and as a member of various teams and coalitions
  ● Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
  ● Acute attention to detail
  ● Demonstrated ability to plan and organize projects

Nice to Haves:
  ● Familiarity with Google Workspace (Google Docs, Google Sheets, Google Chat, etc.)
  ● Ability to speak an Asian language

www.AsianAmericanAdvocacyFund.org
Federal EIN: 83-1198242

Adopted on 8 May 2023
Revised: N/A Post Date: 8 May 2023
Understanding of the Georgia political landscape and/or ties to the state

EMPLOYMENT TERMS:
This is a full-time, benefits-eligible position.

Position Summary
Position: Community Organizer, Full-Time
Salary: $52,000 - $55,000, dependent on experience
Benefits: Fully Paid Health (Medical, Dental, and Vision) Coverage for the Employee, Paid Holidays (10 Designated Holidays plus One Floating Holiday, Paid Time Off (PTO) – Personal Leave, PTO – Sick Leave, 401K Retirement Benefits provided by Voya Financial via ADP TotalSource, Paid Parental Leave, Basic Term Life Insurance provided by MetLife via ADP TotalSource, Basic Long-Term Disability Insurance, Professional Development Assistance, Employee Discounts via ADP LifeMart, Technology & Wellness Stipends, and Additional Benefits as Added

Start Date: Ongoing until filled

To apply for this position, please send a resume and cover letter to jobs@asianamericanadvocacyfund.org.