

APIASF is seeking a communications assistant who will be responsible for handling the day to day communications efforts for the organization. The role will be responsible for monthly newsletters, electronic communications, social media, assisting with events and supporting the communications needs of other departments. The communications assistant will report directly to APIASF's Director of Strategic Initiatives and Communications.

Strong writing skills and attention to detail are a must.

RESPONSIBILITIES:

- Help implement communications strategies
- Assist with events, community receptions, and other activities as needed
- Develop content for social media including Facebook, Instagram, and Twitter
- Work with APIASF's web developer to update website content as needed
- Manage and send monthly electronic newsletters
- Draft and send email communications
- Compile monthly updates for board of directors
- Provide proof-reading and editorial support to development, scholarship, outreach, and programs teams
- Respond to general inquiries (phone and email)
- Other duties as assigned
- Maintain strict confidentiality

QUALIFICATIONS:

Education and Experience:

- Bachelor's Degree
- Major in Marketing, Communications, Public Relations, or related fields preferred
- 2-3 years experience in communications or outreach preferred

Knowledge, Skills, and Abilities:

- Strong writing and copyediting skills a must
- Ability to creatively present stories and information
- Experience with social media platforms and strategies
- Experience with Constant Contact or other email marketing software a plus
- Experience with graphic design software a plus
- Event planning experience a plus
- Familiarity with the diversity and scope of the Asian American and Pacific Islander communities a plus
- Excellent interpersonal, organizational, communications, and time management skills
- Ability to work efficiently and independently

TO APPLY:

- Please submit cover letter, résumé, one writing sample, and one sample social media content or creative to Elena Anderson eanderson@apiasf.org by July 21st with "Communications Assistant" in the subject line.
- Provide three references. APIASF will not contact your references without your permission.