

**JOB ANNOUNCEMENT: COMMUNICATIONS ASSOCIATE**

APIASF is seeking a creative communications associate 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, outreach for events, and supporting the communications needs of other departments. The communications associate will report directly to APIASF's Director of Strategic Initiatives and Communications. Out of the box thinkers are strongly encouraged to apply.

**RESPONSIBILITIES:**

- Help implement communications strategies
- Manage and send monthly electronic newsletters to stakeholders
- Develop and track the effectiveness of social media content, including Facebook, Instagram, and Twitter
- Help with design elements of reports and event program books
- Support other departments with outreach and collateral materials
- Other duties as assigned

**QUALIFICATIONS:**

**Education and Experience:**

- Bachelor's Degree
- Major in Communications, English, Education, Psychology, or related fields preferred
- 1-2 years experience in communications or outreach preferred

**Knowledge, Skills, and Abilities:**

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

**TO APPLY:**

- Please submit cover letter, résumé, one short writing sample, and one sample social media content or creative to Rita Pin Ahrens at [rahrens@apiasf.org](mailto:rahrens@apiasf.org) with "Communications Associate" in the subject line. Applications will be accepted until the position is filled.
- Provide three professional or academic references. APIASF will not contact your references without your permission.