



APAICS

Asian Pacific American
Institute for Congressional Studies

ORGANIZATIONAL DESCRIPTION: The Asian Pacific American Institute for Congressional Studies (APAICS) is a national non-partisan, nonprofit 501(c)(3) organization dedicated to promoting Asian Pacific American participation and representation at all levels of the political process, from community service to elected office. APAICS programs focus on developing leadership, building public policy knowledge, and filling the political pipeline for Asian Pacific Americans to pursue public office at the local, state, and federal levels.

JOB TITLE: Communications Associate

LOCATION: Washington, DC

JOB DESCRIPTION

- Work closely with the Program Director to develop and implement effective communication strategies and messaging
- Maintain and expand a list of media contacts in mainstream and ethnic press
- Manage marketing efforts for programs and events
- Manage social media outlets, including creating content, monitoring activity and providing metric reports
- Write press releases
- Create marketing and promotional materials to support programs, fundraisers, and events
- Maintain the website and upload new content, including writing articles and blogs
- Produce quarterly e-newsletter
- Update and maintain databases (political, election, e-mail distribution lists, alumni) as needed

QUALIFICATIONS & SKILLS

- Bachelor's degree, preferably in communications, journalism, or marketing
- Knowledge of media strategy, marketing and outreach
- Strong knowledge of social media platforms including but not limited to Facebook, Twitter, and Instagram
- Experience with online marketing platform Constant Contact
- Excellent written and oral communication skills
- Ability to work on a team and work well under pressure
- Must be creative and have strong attention to detail

- Experience with graphic design software

- Deep understanding and passion for Asian American and Pacific Islander communities across the country



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COMPENSATION: Salary is commensurate with experience. Benefits include paid vacation and sick days, health care, and employer subsidized transit.

Please submit a cover letter, resume, and two references to jobs@apaics.org by August 15, 2017.