COMMUNITY ENGAGEMENT MANAGER

NAPABA is seeking a passionate and skilled community organizer and capacity builder to further NAPABA’s standing as the national voice for the Asian American and Pacific Islander (AAPI) legal community and beyond. The ideal candidate will have community organizing experience, an understanding and passion for civil rights issues, and experience working with local, state, and national partner organizations and community allies.

The ideal candidate should have knowledge of, and a demonstrated commitment to issues relevant to the AAPI community and experience in administering civic engagement and outreach programs. The ideal candidate also must be able to work in a fast-paced environment and be responsive to managing the varying needs of community stakeholders around the country.

SUMMARY OF FUNCTIONS
The Community Engagement Manager will work under the supervision of NAPABA’s Policy Director. They will be primarily responsible for galvanizing and strengthening local, regional, and state advocacy efforts through the development and implementation of community engagement programs involving NAPABA member attorneys, law students, and bar associations. Program topics include addressing hate crimes in the AAPI community; developing and implementing non-partisan integrated voter engagement plans; ensuring the AAPI legal community can support community needs; coordinating regional and statewide efforts with organizational partners and allies; and developing strategic communications to support the programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES
- Lead the development and implementation of civic engagement programs, including a national non-partisan voter engagement and voter protection programs.
- Lead the implementation of NAPABA’s anti-hate initiatives, including responding to alleged incidents of bias received by NAPABA.
- Lead the implementation of NAPABA’s community facing COVID-19 education programs.
- Lead the implementation of other NAPABA grant deliverables and programs.
- Coordinate and support NAPABA volunteers.
- Work with NAPABA committees and local affiliated bar associations to deepen engagement and involvement in programs.
- Engage with, maintain relationships with, and represent NAPABA before partner organizations, coalition partners, networks, etc.
• Support strategic communications and messaging around programs.
• Work with supervisors to identify funding opportunities and support grant administration and reporting.
• Supervision of full-time staff and interns.

QUALIFICATIONS
• Bachelor’s degree or commensurate experience.
• 3-5 years of advocacy, communications, community organizing, or other relevant experience required.
• Strong project management skills.
• Experience working on issues affecting the AAPI community strongly preferred.
• Exceptional writing, editing, and research skills.
• Excellent interpersonal and communications skills.
• Excellent analytical and problem-solving skills.
• Excellent public speaking and presentation skills.
• Ability to think critically and strategically.
• Excellent member-oriented ethic and ability to interact positively and effectively with a variety of audiences (including internal and external stakeholders) using written, verbal, and nonverbal communications.
• Ability to work accurately and efficiently under pressure and with multiple deadlines.
• Strict attention to detail.
• Capacity to adapt to new issues as they emerge.
• Ability to use good judgment and work independently in a multi-task position.
• Solid time management and organizational skills.
• Ability to interact effectively with staff, membership, the public, the board of directors, and volunteers.
• Fluency or ability to develop fluency with work process tools used by the team, including Microsoft Office, Slack, Asana, Box, and others.

PHYSICAL REQUIREMENTS
• 37 ½ work week, flexible hours, and remote workdays.
• Must be physically located in the DC/VA/MD area and be present on-site and available throughout the Convention and other NAPABA events.
• Travel is estimated at two to three weeks in a 12-month period.

SALARY
$60,000 - $75,000 commensurate with experience
Position is grant funded.

BENEFITS
Full-time employees are entitled to participate in our employee benefits program in accordance with our policies and after meeting any applicable eligibility requirements. NAPABA provides exceptional benefits including medical, dental, vision, and life insurance, short- and long-term
disability, health reimbursement account, 401k retirement plan matching program up to 6%, generous leave time including, and observance of all federal holidays.

TO APPLY

• Applications will be reviewed on a rolling basis.
• Writing Exercise: Please submit a one-page writing sample announcing the roll-out of a voting rights initiative to engage and galvanize NAPABA affiliates and members to join.
• Please submit your resume, cover letter, three references, and writing exercise (see above) in a singular PDF to admin@napaba.org.

About NAPABA
The National Asian Pacific American Bar Association (NAPABA) represents the interests of 60,000 legal professionals and nearly 90 national, state, and local Asian Pacific American bar associations. NAPABA is a leader in addressing civil rights issues confronting Asian Pacific American communities. Through its national network, NAPABA provides a strong voice for increased diversity in government and the judiciary on the local, state, and federal levels, advocates for equal opportunity in the workplace, works to eliminate hate crimes and anti-immigrant sentiment, and promotes the professional development of people of color in the legal profession.