



# ASIAN AMERICAN FUTURES

## Job Announcement

<b>Title:</b>	Program & Marketing Coordinator
<b>FLSA:</b>	Exempt, Full-Time
<b>Supervisor:</b>	Partnerships & Outreach Director
<b>Revised:</b>	Sep 2022

### About

Asian American Futures envisions a future that values Asian Americans and Pacific Islanders as an essential part of the American narrative. We are driven by our mission, which is to ensure Asian Americans and Pacific Islanders are Seen, Heard, Empowered, and United.

We are seeking a full-time programs and marketing professional to join our team to support Asian American Futures' programs and marketing. The ideal candidate will be a motivated and mission-driven individual who has past experience supporting new programs and building a digital presence through social media and other platforms.

They will predominantly support the [Gold Futures Challenge](#) program, an online model for philanthropy that annually awards grants ranging from \$25,000 to \$100,000 to Asian American and Pacific Islander (AAPI) organizations for projects that ensure our communities are Seen, Heard, Empowered, and United.

### Duties include:

- Creating content for Asian American Futures programs (ex. Gold Futures Challenge, Activate California) and other projects, as needed, on associated digital media channels (Instagram, Twitter, Facebook, LinkedIn, etc)
- Collaborate with AAF team to develop communications and outreach plan including but not limited to developing content calendars and messaging guides
- Supporting outreach for the Gold Futures Challenge, including writing newsletter posts, email correspondence, and one-to-one outreach to potential partners and applicants
- Overseeing the operations and logistics for the Emerging Philanthropists program

- Implementing strategies that foster growth in our social media and email campaigns
- Performing administrative tasks, managing calendars, and creating digital invitations

### **Skills and Qualifications**

- 2-5 years of related professional experience
- Experience in creating content for marketing platforms, specifically Facebook, Twitter, Instagram, and TikTok among other social media avenues
- Competence in Google Suite, Zoom, Hootsuite, digital media platforms and/or other scheduling platforms
- Basic video editing experience (e.g. iMovie, Windows Movie Maker)
- Digital design and layout experience
- Strong attention to detail
- Ability to multitask and prioritize
- Ability to manage up and stay motivated in a remote work environment
- Self starter and strong follow through
- Curious and open mindset
- Ready to work in a startup environment OR has previous experience working in a startup environment
- Able to support implementation of program initiatives and oversee projects

### **Preferred Qualifications**

- Experience doing cold outreach to organizations
- Familiarity with MailChimp
- Graphic design experience a plus
- Google Ads experience a plus

### **Work Environment**

This position is 100% remote-based with a 9/80 workweek schedule

### **Compensation**

- \$50,000 - 65,000/year, commensurate with qualifications and experience
- Competitive benefits package includes a menu of medical, dental and vision plans with generous employer contribution
- A 401(k) retirement savings plan, with up to 3% employer match
- 3 weeks (120 hours) Paid Time Off + holidays + summer self-care week + time off between Christmas and New Years
- Work-from-home allowance
- Monthly cell phone stipend

**Directions to Apply:** Please submit a cover letter articulating your expertise and connection to our mission, as well as a resume to <https://ideali.st/ezz7Y5>. Applications accepted until the position is filled.

Asian American Futures is proud to be an equal opportunity employer.