



# Communications & Advocacy Coordinator

## Empowering Marginalized Asian Communities

### About the Organization

Empowering Marginalized Asian Communities (EMAC) is a 503(c)3 nonprofit organization whose mission is to help build safe and thriving Southeast Asian communities within the larger Asian American and Pacific Islander diaspora. We seek to fulfill this mission through community advocacy and civic engagement, providing culturally relevant resources, and cultivating the development of social empowerment through the expression of our values: transformative justice, culturally rooted healing, communal resiliency, and collective liberation.

### Position Overview

The Communications & Advocacy Coordinator reports directly to the Immigration & Deportation Defense Campaign Director and leads EMAC's communications work in consultation with the Organizational Development Director and the rest of the team, along with supporting EMAC's advocacy efforts and administrative needs.

### Responsibilities

The following responsibilities are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel classified in this manner. Duties, responsibilities, and activities may change at any time with or without notice.

- **Communications (40%)**
  - Create and publish compelling content (visuals, graphics, captions, video, blurbs, copy) across EMAC's communications platforms (website, blog, newsletter, social media) on an ongoing basis, ensuring that content is aligned with EMAC's vision, mission, values, narrative, and strategy.
  - Collaborate with staff, Board, members, volunteers, and community partners on EMAC's Marketing activities to amplify events, opportunities, programs, and calls to action across EMAC's communications platforms.
  - Manage EMAC's social media accounts (Instagram, Facebook, LinkedIn, TikTok, YouTube, Twitter) to ensure accurate dissemination of content to EMAC's target audience and increase EMAC's online reach.
  - Track analytics across platforms where feasible and document impact for internal review and external reporting.
  - Manage EMAC's communications calendar by planning and tracking on what to publish in advance.
  - Update and maintain EMAC's mailing list and relevant contact lists for maximum impact.

- **Policy Advocacy & Coalition Building (30%)**
  - Supports the IDD Campaign Director with advocacy campaigns by assisting with meeting facilitation; coordination of team, events, and trainings; research; and communications with stakeholders, with a focus on policy change and civic engagement at the local level
  - Attend and participate in coalition meetings as a representative of EMAC (prioritizing local/regional coalitions) and communicate relevant updates to the team as needed
  - Support with the development and implementation of EMAC's policy platform annually based on coalition and organizational priorities
  - Support with tracking on legislative bills, managing stakeholder relationships, and providing regular updates to the team
  - Track City Council and Board of Supervisors meetings and updates, and flag any agenda items of interest to the team
- **Immigration & Deportation Defense: (15%)**
  - Support with relevant community member pardon campaigns, including court support, check-in accompaniment, attending events, and participating in power hours.
- **Finance Support: (5%)**
  - Provides administrative assistance to the ED for grants, contracts, and budgets.
- **General Staff Responsibilities: (10%)**
  - Lead and participate in regular communications for the betterment of EMAC programs and the organization as a whole
  - Regularly schedule, attend, participate, facilitate, note take, and/or time keep any relevant meetings as needed
  - Lead in the economic sustainability of EMAC through supporting our large whole-staff fundraiser and leading at least one fundraiser individually (or in collaboration with another staff member(s)).
  - Participate in regular reflection and evaluations as an organizer through 1x1 check-ins with your team leader, as well as annual formal evaluations
  - Attend, participate, and provide meaningful feedback at EMAC Retreats (up to twice a year)

## Required Qualifications

- An associate's degree or higher
- A minimum of 2 years' experience working in nonprofit organizations or equivalent
- Experience with communications in support of social change, advocacy, and political education with a focus on digital comms, including experience with email marketing platforms and website updates
- Experience with advocacy (state and local)
- Intermediate to advanced computer skills including knowledge and experience with webmail, Google Drive (or equivalent), and graphic design tools (Canva, Adobe, or equivalent)
- Intermediate to advanced social media skills including knowledge and experience with Instagram, Facebook, TikTok, YouTube, and Twitter
- Strong writing and editing skills
- Organization skills

- Ability to take direction from others
- Ability to take initiative

## Preferred Qualifications

- **Empathy and Emotional Intelligence** - Listens deeply and responds with understanding, especially in conflict or tension. Values and cultivates diverse perspectives and inclusive practices.
- **Results-Oriented and Mission-Driven** - Keeps our mission at the center while also focusing on measurable progress.
- **Collaborative and Adaptable** - Works across departments and levels; comfortable in dynamic, evolving settings. Open to feedback and iteration.
- **Commitment to Social Justice & Racial Equity** - recognizes role of race, gender, and other identities in shaping health disparities, is driven to improve conditions, and proactively learns re: race, equity, and identity.
- **Excellent Communication Skills** - Speaks clearly on behalf of the organization and advocates for/with community members. Communicates well with others, including sharing context and asking questions to understand others' perspectives.
- **Issue Familiarity** - Prior knowledge of or experience in Southeast Asian/API community issues: transformative justice, re-entry support, immigration, and deportation defense.

## Work Environment / Physical Demands

- This position will work out of our EMAC office located in Stockton, California
- Hybrid work schedule (3 days/week can be remote/WFH)
- Travelling locally, statewide, and/or nationally may be required, including overnight
- Able to work individually and in a team environment
- Able to work on a computer, including sitting at a desk for extended periods of time, with reasonable accommodation
- Manual dexterity to operate a keyboard
- Able to see or read a computer screen and printed material with or without vision aids
- Able to speak clearly and in audible tones on the phone and in person, and be understood by others
- Able to hear and understand speech, including on the phone; able to understand and follow oral directions
- Able to occasionally lift or move objects weighing up to 20 pounds

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

## Employment Terms

This is a non-exempt, full-time position at 40 hours per week. This position has a salary range of \$50,000-\$55,306 (\$24.04-\$26.59), depending on experience.

We offer a competitive health benefits package that includes medical, dental, vision, and a generous paid time off schedule.

## How to Apply

Submit a resume and cover letter through this job portal. Applications will be reviewed as received.

\*Empowering Marginalized Asian Communities contracts with Resilient Strategies LLC for backend and operational support including hiring and employment. Resilient Strategies is an equal opportunity, affirmative action employer. Folks who are queer, trans, non-binary, Black, Indigenous, people of color, disabled, parents, are/have been system-impacted, are immigrants, and anyone who has experienced systemic oppression and/or gender-based violence are encouraged to apply. Pursuant of the San Francisco Fair Chance Ordinance, we will consider qualified applicants with arrest and conviction records for employment.