



Programs and Operations Associate Position Description:

Type: Full-time

Location: Washington DC

Area of Focus: Youth Development - Leadership & Career

Salary: \$35,000 per year, plus benefits

Reports To: Managing Director

The Conference on Asian Pacific American Leadership's (CAPAL) mission seeks to empower Asian American, Native Hawaiian, and Pacific Islander (AANHPI) youth by increasing access to public service opportunities and building a strong AANHPI public service pipeline. For more information, please visit our web site at www.capal.org.

This is a great opportunity for an individual to learn the inner workings of a nonprofit and be part of a diverse group of young professionals committed to DC's Asian American, Native Hawaiian, and Pacific Islander (AANHPI) community.

This is a full-time position and general office benefits will be offered: vacation, sick leave, health, vision, dental insurance (70% paid by CAPAL), and commuter stipend.

Desired Qualifications:

- Demonstrated experience in event planning, producing web content, and working with and managing volunteers.
- Demonstrated experience creating online and printed materials using Adobe Creative Suite or other graphic design software.
- Experience with Wordpress, Salesforce, Google Docs, and managing social media is preferred.
- Organized and attentive to details
- Solid oral and written communication skills (public speaking experience preferred)
- BA/BS
- Direct experience working with youth and volunteers and familiarity in the Asian and Pacific Islander community, its issues, needs, challenges and opportunities



Key Responsibilities:

Programs Management

- Lead organizer for CAPAL programming, including CAPAL's Scholarship and Internship Program and CAPAL's Washington Leadership Program
- Create and facilitate bi-weekly summer discussion workshops for scholars and interns to explore identity, encourage team bonding, and provide professional development
- Conduct prep calls, write scripts, and execute panel discussions for CAPAL's Washington Leadership Program
- Conduct data analysis and program evaluation

Digital Communications & Outreach

- Regularly maintain social media platforms - Facebook, Twitter, and LinkedIn
- Publish monthly newsletters via Mailchimp, and update CAPAL Website as needed
- Creating/Design marketing and promotional materials

Operations & Support Management

- Manage operational duties, including: managing the Salesforce database, saving and organizing documents on Google Drive
- Stocking office supplies and ordering merchandise and business cards
- Securing and managing mail
- Recording receipts and depositing checks
- Provide strategic and logistical support to the Managing Director
- Prepare and present monthly project reports to CAPAL's Board of Directors
- Work with Managing Director on alumni engagement and fundraising events

A Note On Hiring and Employment During Covid-19

CAPAL has been working hard to continue serving and supporting our community during the ongoing health crisis and related social distancing. CAPAL follows the COVID-19 state guidance regarding social distancing and in-person operations. Currently all operations have shifted to a remote platform, until further notice. All interviews, new employee onboarding, administrative tasks, and programming will be accomplished remotely and utilizing digital tools. Staff must have the ability to work remotely and access a reliable internet connection.

How to Apply: Please submit a thoughtful cover letter and resume to CAPAL's Managing Director, Shaima Ahmad, at applications@capal.org. Please type "Application for Programs and Operations Associate" in the subject line. Applications will be reviewed on a rolling basis.