

POLICY and COMMUNICATIONS ASSOCIATE

OCA, an organization dedicated to advancing the social, political and economic well-being of Asian Pacific Americans, is seeking to fill a Policy and Communications Associate position. OCA has its national headquarters in Washington, D.C. OCA represents over 80 chapters and affiliates across the United States. For more information, please see OCA's website at www.ocanatl.org <<http://www.ocanatl.org/>> .

THE POSITION:

The Policy and Communications Associate primarily is responsible for implementing the communication strategies for the organization but also engages in policy advocacy and educational outreach. In this role, the Policy and Communications Associate coordinates media relations and events, produces various publications, tracks and reports on legislative priorities as well as works in coalitions to engage in grassroots and direct advocacy.

RESPONSIBILITIES:

- * Fields media inquiries, coordinates press conferences/briefings and issues press releases.
- * Coordinate the writing, editing, layout and design of various publications, including a quarterly magazine. Prepare press kits, brochures. Update annual report. Create OCA's press kit.
- * Provide updates and content for the organization's website and online news bulletin.
- * Monitor mainstream and ethnic news media. Maintain press clippings.
- * Maintain press contact database. Cultivate media relations.
- * Develop and execute media strategies to promote accurate portrayals of Asian Pacific Americans and to respond to negative racial stereotypes.
- * Develop and execute the media strategies for various legislative priorities and programs.
- * Draft and place editorials and op-ed pieces, as well as research talking points and draft statements for Executive Director.

- * Track legislative issues and lead advocacy efforts, including distributing legislative alerts.
- * Work in coalition with other APA and civil rights organizations to advance civil rights.
- * Expected to be knowledgeable and articulate on issues and the organization's mission for various speaking engagements.
- * Perform other duties as assigned.

QUALIFICATIONS:

- * Must be able to prioritize several competing projects, work under pressure and meet tight deadlines.
- * Must be able to work independently, take initiative and be adaptable to solve problems either independently or collaboratively as a member of a team.
- * Strong written and oral communication skills.
- * Capacity to work in a fast-paced nonprofit environment.
- * Substantive knowledge of and demonstrated commitment to Asian Pacific American issues preferred.
- * Prior communications or legislative experience a plus
- * Excellent interpersonal skills, ability to work with diverse groups of people
- * Knowledge in Power Point, Quark, Pagemaker, Excel, Access and other similar software are a plus
- * Bachelor Degree preferred

SALARY & BENEFITS:

- * Salary commensurate with experience
- * Health & dental insurance
- * Paid vacation & holidays

LOCATION: OCA National Headquarters in Washington, D.C.

HOW TO APPLY: Send, fax or email a resume with a letter of interest and a writing sample to Dorothy Wong, Executive Director, OCA, 1001 Connecticut Ave., NW, #601, Washington, DC 20036, 202- 296-0540 (fax), dwong@ocanatl.org. No phone calls please.

APPLICATION DEADLINE DATE: until position is filled

START DATE: Immediate

The Organization of Chinese Americans is an equal opportunity employer.

PROGRAM MANAGER

OCA, an organization dedicated to advancing the social, political and economic well-being of Asian Pacific Americans, is seeking to fill a Program Manager position. This position will be responsible for administering and coordinating an Asian American leadership program, a hate crime awareness program, and an educational grant. Other programs and/or new programs may be assigned. This position will also coordinate housing and transportation for the youth services managed by the other Program Manager. This position will assist in the planning and implementation of OCA's annual convention, corporate achievement award event, and quarterly national board. Position will require travel. This position will be expected to:

- . Plan, develop and implement programs
- . Help design evaluation tools for programs
- . Have background or experience Asian American issues and civil rights
- . Experience with program development preferred
- . Coordinate activities with partner organizations
- . Contact external organizations in coordinating program activities
- . Provide written reports to donors, OCA and others as assigned
- . Create PowerPoint presentations on programs as needed
- . Attend events related to programs as needed
- . Supervise activities of interns/staff who assist with programs
- . Maintain contact with funding program staff on program status
- . Coordinate housing and transportation needs of interns
- . Assist with planning of convention, corporate achievement award, national board meetings as assigned
- . Be knowledgeable of Microsoft Office (Word, Excel, Access, PowerPoint, Publisher)
- . Have Bachelor's Degree
- . Travel as needed

- . Answer office phone and other administrative duties
- . Work evenings and weekends as necessary

This is a full-time position.

Salary commensurate with experience, with full benefits package.

To apply, please send resume and cover letter to Dorothy Wong, Executive Director dwong@ocanatl.org Re: Program Manager. No phone calls please.

Founded in 1973 as the Organization of Chinese Americans, OCA is a national organization dedicated to advancing the social, political and economic well-being of Asian Pacific Americans in the United States. 1001 Connecticut Avenue, NW, Suite 601, Washington, D.C. 20036 ** Tel: (202) 223-5500 ** Fax: (202) 296-0540 ** Website www.ocanatl.org ** Email: oca@ocanatl.org