



NAKASEC

미주한인봉사교육단체협의회

Job Announcement

Title: Program & Communications Organizer

Type: Full-Time Position, Hybrid, Non-Exempt

Location: Chicago, IL or Washington DC area (DMV area)

Annual Salary Range: \$55,000 - \$60,000

Supervisor: NAKASEC Communications Manager

About NAKASEC

The National Korean American Service & Education Consortium (NAKASEC) is a leading Asian American immigrant justice organization advocating for systemic change at the local, state, and federal levels. NAKASEC is a network of affiliate grassroots community-based organizations in six states (IL, NY/NJ, PA, TX, and VA) and a national staff. Our mission is to organize Korean and Asian Americans to achieve social, racial, and economic justice.

NAKASEC sees communications as a critical component of organizing and seeks a Program & Communications Organizer who can bring forth creative ideas, create and deliver engaging content across digital platforms, provide accessible political education, and expand our base by building our online following. The Program & Communications Organizer will report to NAKASEC's Communications Manager.

NAKASEC's national office is located in Chicago, IL, with team members working both in Chicago and remotely in other cities; the Program & Communications Organizer position can be located in Chicago, Los Angeles, Washington DC area, or near a NAKASEC affiliate office. The staff member is expected to work in the office at least two days a week if they are based in Chicago, Washington DC area or near an affiliate office. NAKASEC staff are represented by the Industrial Workers of the World (IWW) and the Program & Communications Organizer is a member of the group of employees represented by the Union. Salary and benefits are subject to union bargaining.

Major Responsibilities

Online Community Building and Management

- Grow NAKASEC's base across digital platforms including email, text, and social media through engaging content and digital relationship-building.
- Create and manage digital campaigns and online organizing opportunities that advance NAKASEC's mission.
- Lead the promotion and coverage of NAKASEC network events, programs, and activities through our platforms.
- Support the development and execution of virtual programming including webinars, lives, online meetings, and others of 2-100 people.
- Manage and maintain NAKASEC's digital tools including email, SMS broadcast, peer-to-peer



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texting, social media, and websites.

- Respond to relevant queries on NAKASEC's online platforms, and connect inquiries with local affiliates.
- Archive and organize digital content and data across platforms.
- Make meaning of platform data, and create and act on recommendations for improvements and experiments toward organizational objectives.

Digital Content Development

- Develop compelling and timely written and visual content (including graphics and videos) that may be multilingual to amplify organizing, electoral, and fundraising work on social media, email, text, and other digital platforms.
- Write, design, and disseminate emails and action alerts.
- Coordinate with translators and interpreters to create multilingual content.
- Develop messaging and scripts to accompany organizing/fundraising campaigns and use and maintain EveryAction to target and text supporters while providing appropriate follow up.
- Maintain and build upon NAKASEC's website and associated forms with updates. Ensure ease of navigation, message consistency and clarity, relevance, and engagement opportunities for visitors.

Other Responsibilities

- Attend weekly staff meetings and annual staff retreats.
- Work and collaborate with NAKASEC's fundraising, communications, organizing teams, affiliates, and coalition partners.
- Participate in year-round organizing, civic engagement, and fundraising campaigns with the rest of the NAKASEC team.
- Other duties as assigned.

Experience & Skills Needed:

- 2+ years experience in paid digital organizing position with an organization or business.
- Strong understanding and enjoyment of social media.
- Strong writing skills.
- Strong understanding of issues facing and commitment to working with the Asian American community and other marginalized communities including people of color, women, and LGBTQ+ community members.
- Able to manage and complete day-to-day tasks and work independently.
- Can work well within and build a team.
- Able to work some evenings and weekends, and travel.
- Able to work long periods at a desk and computer.
- Lives or willing to relocate near a local affiliate required.
- Bilingual in English and an Asian language preferred.



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- Experience with Wordpress and/or HTML preferred.

NAKASEC is a 501(c)(3) nonprofit organization and an equal opportunity employer. People of color, women, queer, and non-binary folx are encouraged to apply.

Submit a cover letter, resume, a writing sample and a social media posting sample to:

jobs@nakasec.org

Deadline: Friday, January 3, 2025. Interviews with potential candidates will be conducted on a rolling basis.