



Position: Marketing and Operations Coordinator

Type: Part-time employee

Responsible to: Executive Director

Location: Remote based in Colorado, travel to meetings and events

About CAPU:

With a cultural curator mindset, [Colorado Asian Pacific United](#) (CAPU) engages in community organizing, coalition building, and various advocacy-driven initiatives to uncover and celebrate local AANHPI histories through research, oral story collection, place-making, art, and curriculum development. As a relatively new non-profit, CAPU has already made a significant impact with raising the profile of Denver's forgotten Chinatown with place-making installations, a documentary in collaboration with the city, and more. To continue scaling our work, CAPU is looking for a Marketing and Operations Coordinator to help build capacity and amplify impact.

About the Marketing and Operations Coordinator:

CAPU seeks a curious and determined Marketing and Operations Coordinator with a background in non-profits and community organizing, adept at working in changing environments. This individual will assist the Executive Director on improving operations and efficiencies for the organization as it relates to programming, fundraising, and general administration to Colorado Asian Pacific United and its volunteer committees. Additionally, this individual will be responsible for marketing as it relates to social media and newsletters. The ideal candidate should have familiarity with the unique challenges faced by the Asian American, Native Hawaiian, and Pacific Islander communities. Candidates with diverse backgrounds and experience reflective of the communities served by the project are encouraged to apply.

CAPU is at an exciting juncture where we are beginning to grow and build capacity. This role is for someone who is adept in dynamic environments and interested in building a strong foundation for our budding community organization.

Marketing and Operations Coordinator Responsibilities:

- Responsible for social media accounts and campaigns, and email newsletter and email lists.
- Coordinate with different program initiatives to highlight and communicate key milestones.
- Alongside the Executive Director, assist in research and implementation of different logistics, software, and processes to increase efficiency across the organization.
- Alongside the Executive Director, plan strategically for the next 3-5 years as it relates to revitalizing Denver's historic Chinatown and the creation of an AANHPI culture and history museum.
- Liaise with the Storytelling, K-12 Curriculum, and Arts, Architecture, & Design volunteer committees to ensure all logistical needs are met.

Knowledge, Skills, and Abilities Sought:

- Demonstrated alignment to CAPU's mission and values.
- Experience working with Asian American, Native Hawaiian, and Pacific Islander Communities.
- Nimble and responsive to evolving priorities.
- Familiarity with social media platforms (Facebook, Instagram, X, TikTok)
- Familiarity with non-profit operations and logistics
- Experience in developing marketing and social media campaigns
- Experience with developing newsletters, and email marketing platforms (MailChimp, Constant Contact, etc)

Position Status and Compensation:

Status: This is a part-time (~15 hours/week), non-exempt, temporary position (until December 2024 with opportunity to renew and renegotiate hours and pay), Events may fall on weekends or after work hours.

Compensation: \$28/hour

Start Date: May 2024

Work Location: Remote, travel to meetings and events as needed

To Apply: Please email cover letter and resume to Joie Ha at joie@coloradoasianpacificunited.org

Colorado Asian Pacific United is an equal opportunity employer, and we highly encourage those from diverse backgrounds to apply. We will not discriminate and will take affirmative action measures to ensure against discrimination on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.