



### **Stop AAPI Hate Administrative Manager Position**

\$65,000-\$75,000

Hours: Full-time, 40 hours per week

Deadline: Open until filled

#### **About Stop AAPI Hate**

In response to the alarming escalation in xenophobia and bigotry resulting from the COVID-19 pandemic, the Asian Pacific Policy and Planning Council (A3PCON), Chinese for Affirmative Action (CAA), and the Asian American Studies Department of San Francisco State University launched the Stop AAPI Hate Coalition on March 19, 2020. The Coalition tracks and responds to incidents of hate, violence, harassment, discrimination, shunning, and child bullying against Asian Americans and Pacific Islanders in the United States. Our approach recognizes that in order to effectively address anti-Asian racism we must work to end all forms of structural racism leveled at Black, Indigenous, and other communities of color.

Our approach is to:

- Serve as the leading aggregator of anti-Asian and anti-Pacific Islander hate incidents
- Offer multilingual resources for impacted community members
- Provide technical assistance from rapid response to preventative measures
- Support community-based safety measures and restorative justice efforts
- Advocate for local, state, and national policies that reinforce human rights and civil rights protections

Stop AAPI Hate is hiring our first full-time Administrative Manager to support our coalition operations, administration, and communications. This position will be a full-time employee of Stop AAPI Hate's fiscal sponsor CAA.

#### **Position Overview**

Stop AAPI Hate Administrative Manager is a well-rounded, multi-tasking, generalist who can work seamlessly in areas of operations, administration, communications, and scheduling. The coalition is organized by functional teams so this person will also provide staffing support to coordinate these teams.

This person will be responsible for managing all external inquiries from various stakeholders including community members, nonprofit, corporate and foundation leaders and coordinating with key staff and partners in a timely manner. Additionally, this person will serve as the lead on managing speaking engagements and other types of requests as needed.



Stop AAPI Hate is in a period of growth. For now, the Administrative Manager is an exempt position reporting to Stop AAPI Hate Organizational Development Advisor.

The Administrative Manager will be located in the SF Bay Area at Stop AAPI Hate's San Francisco office, but remote candidates may be considered.

### **Areas of Responsibility**

#### *Communications / Email Management (30% of time)*

- Responding to emails sent to [community@stopaapihate.org](mailto:community@stopaapihate.org) using templates and customized messages
- Develop and improve labels, tags, templates, and other processes so future staff can easily manage email even when contractor is not available
- Learn and implement DragApp features and other tools to improve email management efficiencies

#### *Scheduling & Tracking (20% of time)*

- Assisting in scheduling staff with speaking engagements, media interviews, and events
- Maintain and provide administrative support to keep track and manage partnership inquiries

#### *Coordination (30% of time)*

- Coordinate with other Stop AAPI Hate staff and partners on follow-up tasks to respond to emails related to donations, partnerships, and events
- Coordinate the screening of media, speaking engagement, and event participation requests
- Coordinate with Stop AAPI Hate Program Manager to respond to hate incidents sent to our community email inbox
- Coordinate with staff on evaluating and responding to offers for pro bono services
- Coordinate with social media team on amplifying events and activities Stop AAPI Hate supporters organize on our behalf
- Coordinate with Data & Research teams to respond to inquiries

#### *Donations / Resource Development (20% of time)*

- At the direction of coalition leaders, respond to inquiries from corporate, foundation, and individual donors – for example, sending out W-9 and wiring information, confirming check receipts, and completing donation forms.
- Complete donation-related tasks and paperwork
- Send thank you letters of acknowledgement to parties who request timely response
- Work with Give Direct to help make custom donation pages
- Send letters to donors whose e-checks have been returned



- Verify employee donations (mostly in Cybergrants) to initiate employer match process

### Desired Qualifications

- College degree and 3+ years of increasing responsibility
- Commitment to the organization's mission, values, and aspirations, and be able to render these values into practices.
- Cultural competency and familiarity with working with AAPI communities desirable
- Strong communications skills, especially in writing
- Experience working in multiple digital platforms including Google Workspace, Microsoft Office, Slack, and Zoom administration.
- Experience with project management
- Demonstrated experience in positions that require organizational and analytical skills, and attention to detail, including understanding how to prioritize tasks.
- Creativity and problem solving ability.
- Dependability & good judgment
- Able to work independently and as part of a team who supports the mission and diverse partners of Stop AAPI Hate

To apply, please email a cover letter and resume to [employment@caasf.org](mailto:employment@caasf.org). In the subject line, please write "SAH Administrative Manager." In your cover letter, please address the following questions: What about our mission or values inspires you? What has been your most impactful work or life experience so far, and why?

CAA/AACRE is an equal opportunity employer. Women, people of color, LGBTQ individuals, and immigrants are encouraged to apply. We will consider qualified applicants with arrest and conviction records.