

JAPANESE AMERICAN CITIZENS LEAGUE
MANAGER JOB DESCRIPTION

Title: Communications Manager

Reports to: Executive Director

FLSA: Non-Exempt

Salary Range: \$45,000-\$70,000

Status: Regular Full-Time

Preferred Location: Washington, DC, San Francisco, CA or Los Angeles, CA

GENERAL SUMMARY

Under the general direction of the Executive Director, the Communications Manager conveys the JACL's values, mission, and goals regarding current issues through public and social media. This role is instrumental to JACL's mission as a civil rights organization.

ESSENTIAL FUNCTIONS

- Plan and execute JACL's external communications plan
- Provide regular and current content for multiple media channels including social media, the JACL website, public statements, and the Pacific Citizen
- Maintain the JACL website
- Build and sustain relationships with media outlets while reporting on the local and national level
- Support other various communication and organization projects as needed
- Create and disseminate messaging guidance on issues and policies that National JACL is currently working on
- Translate policy work into messaging guidance for members of the organization
- Collaborate with partner organizations including NCAPA, OCA, JACSC
- Serve as NCAPA and LCCHR Communications committees liaison
- Speak at public events or represent JACL in print or visual media
- Respond to media inquiries
- Create engaging content including graphics and images for use in JACL marketing and promotional materials
- Provide guidance and support to chapters and districts in establishing relationships with media

Other and Shared Functions

- Perform other duties and handle other responsibilities as assigned by the Executive Director

RECOMMENDED EDUCATION, TRAINING, AND EXPERIENCE

- Excellent communication skills including writing and public speaking.
- Two-year college degree, with a four-year bachelor's degree preferred. Field of study in communications, pedagogy, Asian American studies, or similar areas.
- One to five years of progressive work experience in journalism, mass communications, or a similar field.
- Experience in Japanese American/AAPI issues and working knowledge of the respective communities.
- Able to perform job duties including the ability to lift heavy boxes in an office environment.
- Knowledge of office software suites including word processing, spreadsheets, databases, and email.
- Evening and weekend work will be required, 15-20% of time
- Travel required for annual conventions, national board meetings, and regional events not to exceed 10% of the time.

THE QUALIFICATIONS LISTED ABOVE ARE GUIDELINES FOR SELECTION PURPOSES. OTHER COMBINATIONS OF EDUCATION AND EXPERIENCE THAT COULD PROVIDE THE NECESSARY KNOWLEDGE, SKILLS AND ABILITIES TO PERFORM THE JOB MAY BE CONSIDERED.

Additional Information

The Japanese American Citizens League (“JACL”) is committed to providing qualified individuals with disabilities reasonable accommodations to perform the essential functions of their jobs. Additionally, if you (or another applicant of whom you are aware) require assistance accessing or reading this job posting or otherwise seek assistance in the application process, please contact the business manager at busmgr@jacl.org.

JACL provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to sex, sex stereotyping, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy, childbirth, or breastfeeding), race, color, religion, ancestry or national origin, age, disability status, medical condition, marital status, sexual orientation, gender, gender identity, gender expression, transgender status, protected military or veteran status, citizenship status, genetic information, or any other characteristic protected by federal, state or local laws. This policy applies to all terms

and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Nothing in this job posting or description should be construed as an offer or guarantee of employment.