



## NCAPA Tech and Digital Communications Fellow

**Overview:** The National Council of Asian Pacific Americans (NCAPA) seeks to establish a one-year fellowship dedicated to digital media and shaping the AAPI community's position and presence in national discourses concerning tech and telecom policy. NCAPA's unique position as a coalition of the entire AAPI community, makes it ideal to pursue this work. Coupled with the reality that the industry and market are rapidly evolving, this position is necessary to ensure that NCAPA continues to represent the AAPI community's voice moving into the future.

### **Responsibilities:**

#### Tech and Telecom policy work

- Candidates must show an interest or past experience with telecom and tech policy.
- Work with National Director to develop policy recommendations specific to AAPI issues within broader areas of focus on open internet, modernizing regulatory framework, infrastructure and market access, workforce development, diversity and inclusion, and other tech/telecom issues.
- Build partnerships with a wide range of industry, academic, congressional, and regulatory partners to ensure that NCAPA's policy recommendations on tech and telecom are thoughtful and balanced.
- Research and develop new areas within tech and telecom that can be potentially incorporated into NCAPA's policy work.

#### Communications:

- Candidates must possess an eagerness to take on new projects and turn them around quickly, an attention to detail, and a keen understanding of both traditional and non-traditional media.
- Work with the National Director to modernize NCAPA's digital media footprint and presence. This includes, developing content across owned and earned social channels, including blog posts, tweets, status updates, photos and videos.
- Work with other NCAPA member organizations to improve and streamline information sharing as it relates to digital campaign coordination. Manage online press and develop media campaigns to highlight NCAPA's work and raise awareness about the AAPI community.
- Assist with written and graphics resources used for our website, stakeholder outreach, and social media.

- Review the media every day for relevant articles about the AAPI community, NCAPA and issues affecting the AAPI community.
- Support other various communications and organization projects as needed.

**Desired Skills:**

- Bachelor's degree and 2-3 years of experience in communications, tech policy, or equivalent experience.
- Exceptional writing and editing skills with an attention to detail.
- Real-world experience in planning, managing, and executing media initiatives.
- Strong interpersonal skills and self-starter. A team player with a demonstrated ability to work well in a collaborative environment.
- Ability to manage multiple tasks and work effectively in a fast-paced, changing environment.
- Deep understanding and passion for Asian American and Pacific Islander issues.
- Proficiency in Microsoft Suite (Word, Excel, Publisher, Power Point, Outlook).
- Proficiency with social media platforms (Facebook, Twitter, YouTube).

**Background on NCAPA:** The National Council of Asian Pacific Americans (NCAPA) is a coalition of 34 national Asian Pacific American organizations around the country. NCAPA serves to represent the interests of the greater Asian American (AA) and Native Hawaiian Pacific Islander (NHPI) communities and to provide a national voice for AA and NHPI issues.

**Compensation:** Salary is commensurate with experience. Benefits include paid vacation, health care, vision, dental and retirement benefits.

**Location:** For immediate hire in Washington, DC.

**To Apply:** Please submit a **cover letter, resume, two writing samples and two references** to [employment@ncapaonline.org](mailto:employment@ncapaonline.org) with the subject line **“NCAPA Digital Communications and Tech Fellow.”** Questions can be directed to [employment@ncapaonline.org](mailto:employment@ncapaonline.org). **Only complete applications will be considered.**

NCAPA is an equal opportunity employer and does not and will not discriminate on the basis of age, ancestry, color, creed, disability, gender identity, marital status, national origin, parental status, political ideology, race, religion, sex, sexual orientation, use of service animal, military or veteran status.