



## **JOB DESCRIPTION**

### **Anti-Hate Response Coordinator (Two-Year Fellowship)**

**Organizational Profile:** Founded in 1991, Asian Americans Advancing Justice | AAJC (Advancing Justice | AAJC) works to advance the human and civil rights of Asian Americans and build and promote a fair and equitable society for all. To achieve our mission, we engage in policy advocacy, research, public education, community capacity-building and mobilization, and litigation strategies to advance public policies that enable Asian Americans and other vulnerable communities to reach their full potential and address unfair and discriminatory structures and institutions that systematically deny Asian Americans and other vulnerable communities their civil and human rights.

Based in Washington, D.C., Advancing Justice | AAJC is a member of the Asian Americans Advancing Justice (Advancing Justice) affiliation. With our affiliates in Atlanta, Chicago, Los Angeles, and San Francisco, we work together as equal and independent partners, operate under one name, and strive to speak with one unified and powerful voice to promote justice, empower our communities, bring local and national constituents together, and strengthen our multi-racial democracy.

**Title:** Anti-Hate Response Coordinator (Two-Year Fellowship)  
**Reports to:** Senior Director, Strategic Initiatives  
**Term:** Immediately  
**Status:** Full time, Exempt Employee, 40 hours/week.  
**Salary:** \$55,000-\$60,000

**Position Summary:** The Anti-Hate Response Coordinator will be primarily responsible for assisting the Senior Director, Strategic Initiatives in developing and implementing Advancing Justice | AAJC's anti-hate initiative, focusing on supporting individuals, organizations, and local communities impacted by anti-Asian hate. In addition, the Anti-Hate Response Coordinator will be responsible for developing and implementing Advancing Justice | AAJC's community education, field outreach, and advocacy initiatives in the area of racial justice, including anti-Asian hate, focusing on local and state-level engagement.

## **DUTIES AND RESPONSIBILITIES:**

### **Organizational Leadership and Strategic Planning**

- Act as thought partner to the Senior Director, Strategic Initiatives; and Director, Community Engagement on community mobilizing, education, and relationship building to support and

implement our programmatic agenda for the Anti-Hate Initiative and broader racial justice needs.

- Work closely with policy leads and all other staff to provide leadership and direction in setting budgets, program goals and strategies, advancing new ideas and innovation that align with our organizational mission and strategic plan.
- Work closely with the executive team, to share responsibility to spearhead cross-organizational initiatives amongst our internal divisions.

### **Addressing Anti-Asian Hate**

- In collaboration with the Senior Director, Strategic Initiatives, coordinate with affiliates, coalition partners, and local partners on anti-hate initiative focused on addressing anti-Asian violence, harassment, and discrimination in connection with COVID-19. The main components of the initiative include:
  - Response and resources: coordinate with community-based organizations, service providers, government agencies, and others to build and strengthen resource and referral network, including making resources accessible in multiple languages, and coordinating response and support to individuals, including intake and referrals as needed.
  - Communications: in coordination with Communications Manager, Anti-Hate Program, provide communications support to individuals, organizations, and local communities impacted by anti-Asian hate. Support narrative development through story collection, adapt and distribute talking points for local use; assist communications staff with drafting materials for social media and community education; and support Advancing Justice | AAJC's engagement with coalition partners, policymakers, and the media on anti-hate efforts.
  - Data collection and analysis: learn about local efforts to collect information about anti-Asian hate, share information about reports submitted to the Stand Against Hatred (SAH) website; and coordinate efforts to encourage reporting of hate crimes and hate incidents.
  - Intervention training: Support Community Partners and other organizations engagement with our joint trainings with Hollaback! on bystander intervention, conflict de-escalation, and trainings for the Asian American community on how to respond to anti-Asian and xenophobic harassment.
  - Legislative and administrative advocacy: Support local and state efforts to pass legislation to address and prevent anti-Asian hate and discrimination and engage with municipal and state government agencies tasked with addressing anti-Asian hate and discrimination.
- In collaboration with the Senior Director, Strategic Initiatives, and Director, Community Engagement, support Advancing Justice | AAJC to strengthen relationships with Community Partners in addressing anti-Asian hate and engaging in broader racial justice coalitions.
  - Support implementation and management of local and regional subgrants to expand and localize anti-hate work. Work in partnership with Senior Director, Strategic Initiatives and Director, Community Engagement to raise community awareness of Stand Against



Hatred tracker, importance of reporting and responding to hate, bystander intervention methodology, and other topics.

- Contribute to the development and implementation of strategic communications plans with Director, Community Engagement; including providing content support, responding to press inquiries, and making public speaking appearances as necessary and appropriate.

### **Fundraising**

- Assist with fundraising, grants management, and relationship management with funders and supporters.
- Work with Senior Director, Strategic Initiatives, Director, Community Engagement, and finance and development teams to craft project budgets and contribute to the development of grant proposals relating to Strategic Initiatives and Community Engagement programs.
- Provide content/information for donor communications and materials (donor newsletters, action alerts, special reports from the executive director, social media postings, etc.); and
- Attend meetings with prospects/donors as necessary and appropriate.

### **General AAJC Roles**

- Live and exhibit the Core Values of AAJC, by contributing to an environment that promotes trust, teamwork, and transparency among staff, board, National Advisory Council, affiliates and community partners.
- Contribute to, establish and follow policies and procedures, including maintenance of confidentiality, to ensure that the principles of Advancing Justice | AAJC are implemented.
- Participate fully in and lead decision-making processes; understand outcomes and be accountable for decisions made in or affecting his/her area.
- Understand the values and principles of Advancing Justice | AAJC and apply them fully in work responsibilities.
- Participate in other activities, agency advocacy and serve on ad hoc committees as requested.
- Attend and contribute to Advancing Justice | AAJC and board of directors meetings.
- Willing to travel and work occasional evenings and weekends.

### **EDUCATIONAL AND PROFESSIONAL EXPERIENCE:**

#### **Education and Experience:**

- Bachelor's Degree.
- At least two to four years of work experience in a related field.
- Experience in social work, legal services, or other fields that involve providing direct support to individuals.
- Experience in policy advocacy, campaigns, and/or field organizing.

#### **Skills, Knowledge and Abilities**



- Ability to operationalize vision, think strategically, creatively problem solve, exercise good judgment, and lead change.
- Successful track record of forging alliances and coalitions and moving people to take collective action and engage in advocacy.
- Facilitative and collaborative leadership style with strong people skills.
- Experience working with diverse groups from various sectors.
- Fundraising experience including building and developing relationships.
- Excellent communicator and writer who can articulate messages to different audiences, including translating law and policy into plain language.
- Proven ability to work collegially with management and team members.
- Willingness to adapt to changing priorities and balance competing assignments is necessary.

### **Desired Qualification**

- Experience and knowledge in Asian American, civil and human rights issues on both the local and national level.

### **Application Process:**

Send resume with references, short writing sample and a cover letter to Hiring Manager at [hiring@advancingjustice-aajc.org](mailto:hiring@advancingjustice-aajc.org) or by mail.

Asian Americans Advancing Justice | AAJC is an equal opportunity employer.

