



388 Ninth Street, Suite 290 | Oakland CA 94607 | oacc.cc

PROGRAM & COMMUNICATIONS COORDINATOR

(At-Will, Full-Time)

March 2025

Organization Overview:

Founded in 1984 by a coalition of advocates for a strong artistic and cultural force in Oakland Chinatown, the Oakland Asian Cultural Center (OACC) is a community center dedicated to promoting Asian Pacific Islander American (APIA) culture, history, and heritage through the arts. OACC believes that cultural arts are essential to vibrant, healthy, inclusive, and equitable communities. Since opening its own facility in 1996, OACC has presented countless programs that foster cross-cultural and intergenerational dialogue and understanding, community collaborations, and social justice. For more information, please see www.oacc.cc.

Job Description:

The Program & Communications Coordinator (PCC) is responsible for supporting OACC's program implementation, marketing, and communications. Primary responsibilities include supporting OACC programs, classes, exhibitions, outreach activities, and festivals, as well as managing social media, weekly newsletter production, and marketing material production for OACC, all under the direction of the program director and executive director. Performs other job duties as assigned.

Responsibilities and Duties:

Public Programming (50%)

- Assist in coordinating public programs (on average, two monthly events) and day-of program coordination.
- Assist and/or lead communication with community groups, artists, and vendors.
- Assist with materials production and installation of exhibits as needed
- Assist with class and workshop arrangements as needed.
- Assist with the organization of outreach activities and attend outreach events.
- Manage volunteers for OACC programs.
- Archive collateral materials for various programs in cloud servers & office as needed

Communications & Marketing (50%)

- Design marketing materials (flyers, banners, graphics, social media posts, short video content) for OACC's public programs and special events (such as annual gala, Give in May, Giving Tuesday, and year-end giving campaigns), as needed.
- Support production of OACC's weekly e-newsletter.
- Manage OACC's social media accounts, including daily monitoring, posting, scheduling, and reporting updates.
- Be OACC's PR liaison with media for general communications inquiries:
 - Draft and issue media press releases for OACC programs.
 - Draft and issue OACC public statements as needed.
- Work with the webmaster to update and maintain the OACC website as needed.
- Post OACC program information on third-party event calendars, etc.
- Support Board Marketing Committee meetings and prepare timely and accurate reports to the senior staff and the Board on communications and marketing-related activities.

Skills and Qualifications:

- Minimum of 2 year of experience in programming or communications & marketing, Bachelor's degree or equivalent experience needed.
- Strong writing and editing skills; excellent communication skills (via phone, email, and in-person) and interpersonal skills.
- Graphic design skills and basic knowledge of Adobe Suite, Canva, or other graphic software.
- Excellent organizational skills with attention to detail, including planning and setting priorities: excellent time management and multi-tasking skills required.
- Proficiency in Microsoft Suite, Google Suite, and Box. Experience using office equipment, various social media platforms, and online publications.
- Commitment to diversity, equity, and inclusion.
- Experience exercising discretion and confidentiality with sensitive company information.

PLUSES:

- Bilingual - English and an Asian language
- An interest in Asian culture and arts and cultural sensitivity/competence to serve the APIA communities

Working Conditions

- Should expect to work from home or in-office, weekday evenings and weekends as needed.
- Position requires prolonged standing and sitting, bending, stooping, twisting, lifting products and supplies weighing 25 pounds.

Salary, Benefits, and Terms:

Status: Permanent full-time

Reports To: Director of Programs & Exhibitions

Pay Range: \$54,000-\$60,000 annually

Benefits: Group Health Plan (includes dental and vision), transportation allowance, 403(b) plan and a company match (after 1 year of employment), vacation and sick hours, professional development opportunities

Application Process: Submit a cover letter summarizing your interest, qualifications, and experience along with a current resume via email to **info@oacc.cc** or mail to:

Oakland Asian Cultural Center

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Oakland, CA 94607

Oakland Asian Cultural Center does not discriminate against its community participants, employees, or applicants based on race, color, religion, national origin, ancestry, age, mental condition, ability, veteran status, sexual orientation, or any other impermissible basis.