

Request for Qualifications

APYLP Program Manager

Program Manager/Administrator

The Asian Pacific Youth Leadership Project (APYLP) seeks an independent contractor to serve as Program Manager/Administrator. This position will be responsible for the following projects:

1. Assist with scaled-up high school conference;
2. Provide support in the development and implementation of college conference and activities beyond the high-school conference; and
3. Lead and implement organizational improvements including:
 - a. Website redesign
 - b. PR and Marketing strategy
 - c. CRM database which incorporates an alumni network

The position reports to the APYLP Board of Directors, and will ensure success with the expansion of core programs and implementation of organizational improvements. The term of the contract is for two years.

About APYLP

Founded in 1989, APYLP is a nonprofit organization working to build new foundations for effective public service, community leadership and multicultural citizenship through increasing Asian Pacific representation in government, policy and community. Every year, APYLP brings 50 high school juniors and seniors to the State Capitol for a four-day conference, giving students the unique opportunity to gain first-hand knowledge about the legislative process, leadership skills, and community activism.

Essential Duties

- Plan and implement APYLP organizational operations and projects as directed
- Maintain communication with APYLP Board Members and/or APYLP Board Committee(s) as directed
- Prepare regular reports and progress updates
- Attend APYLP Board meetings as necessary
- Perform independent research
- Meet provided deadlines and benchmarks
- Develop and implement project budget guidelines and timelines, in accordance with established parameters

Experience/Qualifications

- Ability to work independently to produce reports, manage records, organize projects, and compile data

- Analyze situations; identify options; project consequences for proposed actions, and implement and evaluate recommendations
- Possesses strong communication skills, both internally to the organization and with external partners
- Fosters strategic partnerships and engagement with community partners
- Expertise in conference and event planning
- Skilled in establishing a social media presence to increase awareness of the organization
- Familiarity with outreaching and amplifying the voice of under-represented groups
- Knowledge of the State Legislative calendar and process

Working Conditions

- This is a remote position that requires occasional in-person work in the Sacramento area and travel to events.

Compensation

- Compensation commensurate with experience and not to exceed \$240,000 for the life of the contract.

Deadline

- Resumes accepted until the position is filled. Please send qualifications/resume to: [hiring@apylp.net](mailto: hiring@apylp.net)