



Asian & Pacific
Islander Americans
in Historic Preservation

Now Hiring:

PROGRAM COORDINATOR

About the Role:

The Program Coordinator is a full-time, remote position that supports the Executive Director, in successfully planning and executing APIAHiP's online, hybrid, and in-person programs and events.

Quick Facts:

- **Anticipated Dates of Service** - December 2023-June 2026 (extensions determined by funding).
- **Compensation** - \$55,000-\$60,000 annual salary.
- **Benefits** - Medical, vision, and dental insurance; a retirement program; and paid time off including holidays, vacation, and sick time. Fringe benefits can be negotiated prior to accepting a job offer and amended during routine performance evaluations.
- **Position Type** - Full Time (40 hours); exempt or non-exempt status to be determined by employee's state's requirement.
- **Location** - Remote. Current staff and board presence predominantly in metropolitan areas of Seattle, Los Angeles, San Francisco, and D.C. Applicants living and working in or near areas with a high concentration of Asian and Pacific Islander Americans are encouraged to apply.
- **Work Hours** - 40 hours per week on a schedule that can accommodate different time zones, team collaboration, and healthy work-life balance as state requirements or non/exempt status allows. A "9/80," "4/10," flex, or other work schedules will be discussed and agreed upon between the Program Coordinator and Executive Director prior to accepting a job offer and amended as needed throughout employment.
- **Work Environment**- Remote work with daily-to-weekly check-ins with the Executive Director via Zoom and direct communication via phone, email, and/or work messaging (Slack and/or text if preferred) during agreed-upon work hours. Fringe benefits, such as remote office stipend, can be considered with respect to need and budget prior to accepting a job offer.
- **Travel Required** - Minimum event-based travel, including in-person quarterly workshops/events and biennial national forum. Additional travels opportunities may arise as resources allow.



Asian & Pacific
Islander Americans
in Historic Preservation

About the Organization:

MISSION

APIAHiP is dedicated to protecting historic places and cultural resources significant to Asian and Pacific Islander Americans through historic preservation and heritage conservation by:

- 1) creating an information-sharing network that can provide support for established and emerging historic preservation programs;
- 2) establishing educational programs for raising public awareness and impacting historic preservation policy on local, state, and national levels;
- 3) increasing public and private resources that enable “historic preservation” and “heritage conservation” practices to meaningfully include educational and community development activities that preserve, conserve, and protect tangible and intangible historic and cultural resources.

HISTORY

APIAHiP was formed in 2007 when Asian and Pacific Islander American leaders practicing historic preservation and heritage conservation noticed a lack of representation at state and national convenings in those fields. With this gap, those founding members developed an API Caucus at the National Trust for Historic Preservation’s annual conference the same year.

In June 2010, the API Caucus developed and hosted the first Asian Pacific Islander American National Historic Preservation Forum in San Francisco, California. This Forum brought together for the first time Asian and Pacific Islander Americans across the United States and its territories to share various issues and approaches to recognizing, preserving, and celebrating the places that best tell the stories of not only our diaspora but also our shared heritage.

In October 2018, APIAHiP obtained 501(c)(3) tax-exempt status and officially registered as a nonprofit organization out of Los Angeles, California. By September 2023, with generous support from the Andrew W. Mellon Foundation’s Humanities in Place program, APIAHiP was able to hire for first time full-time staff to carry on the mission and legacy set forth by its founders, board members, volunteers, supporters, and partners from around the world.

Today, APIAHiP is a multi-generational, pan-ethnic, and interdisciplinary community of preservationists, urban planners, historians, educators, activists, and advocates who share the common goal of elevating Asian and Pacific Islander American history and heritage through a place-based ethic.



Asian & Pacific
Islander Americans
in Historic Preservation

Roles & Responsibilities:

The Program Coordinator supports the Executive Director, in successfully planning and executing APIAHiP's online, hybrid, and in-person programs and events, including:

- **General Programs and Services** – Developing, producing, executing, and/or distribution of educational, advocacy, and outreach materials and services related to historic preservation campaigns or initiatives. Examples include designing digital and print informative materials; attending, supporting, or leading a presentation, workshop, or public meeting; and listening and responding to community needs related to historic sites and cultural resources.
- **Digital Media** – Support and contribute to the organization's online presence and content, such as blurbs for the newsletter, graphics and posts for social media, and routine content update on the website.
- **Events & Workshops** – Coordinating program and event logistics for the minimum quarterly in-person events/workshops and biennial national conference.
- **Content Knowledge** – Researching, applying, and sharing knowledge of national, state, and local resources, opportunities, trends, and best practices in historic preservation, heritage conservation, and Asian and Pacific Islander American studies and relations.
- **Other reasonable program duties** as assigned by the Executive Director, excluding fundraising, board management, partner relations, organizational operations, bookkeeping/accounting beyond their own travel/program expense reporting, or administrative tasks beyond their own remote office and personal time management.

If additional duties or higher-level/specialized execution of mission-related activities appeals to the Program Coordinator, then the Executive Director and Board of Directors will consider a promotion or reclassification during routine performance evaluation and with respect to the organization's strategic plan and budget.



Desired Education, Experience, & Skills:

The ideal candidate for the Program Coordinator position has a minimum one year of academic or professional experience and can demonstrate their ability to execute public programs and services related to historic preservation, public history, and/or Asian and Pacific Islander American studies and relations, which can include but does not require all the following:

- **Historic Preservation**
 - Historic preservation policy, regulation, legislation, and advocacy at the local, state, and/or federal levels.
 - Historic landmark nomination processes; preservation and urban planning; permitting, development, tax credit project reviews.
 - Technical/physical preservation (36 CFR Part 68: Secretary of the Interior's Standards for the Treatment of Historic Properties).
- **Public History**
 - Research, specifically surrounding historic sites, cultural resources, architectural history; immigration, migration, and settlement patterns and events; American, Asian American, and Pacific Islander histories and socio-politics.
 - Outreach, education, communications, and applied history through public programs.
- **Asian & Pacific Islander American Studies & Relations**
 - Knowledge and/or experience in working with one or more Asian and/or Pacific Islander American or underrepresented local community groups or regional or national coalitions.
 - Working knowledge and eagerness to learn more about the histories, cultures, and socio-politics of the collective and diasporic communities of Asian and Pacific Islander Americans across the United States and its territories.
- **Technical Skills** (needs from these listed skills can be supplemented by professional development training, outsourcing to contractors/consultants, and/or support from other staff and board – and not solely expected of the Program Coordinator)
 - **Project or Program Coordination** – Identifying and executing tasks to meet a larger mission-related goal or objective.
 - **Event Planning** – Coordinating with speakers, partners, vendors, and onsite assistance of equipment and supplies via phone calls, emails, online platforms, and in-person meetings.
 - **Website and Newsletter** – Content creation, copyediting, scheduled posting on Squarespace and Mailchimp.
 - **Social Media** – Content creation, copyediting, and scheduled posting on Facebook, Instagram, and LinkedIn.
 - **Visual Media** – Photography, videography, and graphic design (Canva, Adobe Creative Suite).
 - **Virtual and Hybrid Meetings/Streaming** – Software (Zoom meetings and webinar, OBS Studio, Facebook/Instagram Live) and hardware (hybrid meeting and A/V equipment: projector, microphones, speakers, web/cameras, etc.).



Asian & Pacific
Islander Americans
in Historic Preservation

How to Apply

Please submit the following to info@apiahip.org by 11:59pm PT Monday, November 13, 2023.

1. Cover Letter (.pdf and/or LinkedIn link)
2. Resume/CV (.pdf)
3. Two References (name, title, phone, email, and relation in the body of the email or .pdf)

Hiring Timeline

- Job applications will be accepted from October 23–November 13 (3 weeks)
- Maximum of two interview rounds will be conducted between November 15– 29 (2 weeks)
- Offer and negotiation will be made during the first week of December 2023 (1 week)
- Position to start on or before January 1, 2024 (up to 3 weeks from job offer/acceptance)

Commitment to diversity, equity, and inclusion:

APIAHiP strives to promote and uplift not only the Asian American community but underserved populations and communities within the Asian American diaspora. To ensure APIAHiP continues our efforts in diversifying the historic preservation field, we are seeking candidates who understand the historical and contemporary barriers that prevent marginalized communities from accessing and understanding resources related to the historic preservation process, including but not limited to women, underrepresented communities, indigenous communities, bi-racial communities, individuals self-identifying as LGBTQIA+, veterans, individuals with disabilities, economically disadvantaged groups, first-generation immigrants, undocumented individuals, or individuals with any intersections in between.

For more information:

Visit apiahip.org, email huy@apiahip.org, or call/text (206) 414-9161.