

Tab 1

DAY SEPTEMBER 2025 RECRUITMENT PACKAGE

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ABOUT DEAR ASIAN YOUTH:

Dear Asian Youth is a youth-led, global organization that promotes intersectional activism, solidarity with other marginalized communities, and equality and equity. Through our digital platform, grassroots organizing, and community-based advocacy, we strive to showcase diversity in the Asian community as well as accurate and holistic representation.

Today, Dear Asian Youth has garnered 90k+ followers, produced 5 podcast seasons, published 400+ pieces of literature, 100+ chapters across the world, donated \$30,000, and hosted 2 conferences and 30+ webinars. Functioning remotely, the organization today is the product of 200+ passionate volunteers in 10+ countries with a shared purpose.

OUR RECRUITMENT PROCESS:

Applications will be reviewed on a rolling basis, meaning we assess submissions as they come in rather than waiting until the deadline. Based on our evaluation, selected applicants will be invited to a Zoom Screen. In most cases, those who advance past this stage will receive an Interview invitation. Please see below for an explanation on our Zoom Screens and Interviews.

PLEASE NOTE:

While DAY is a primarily U.S.-based organization, we do have many non-U.S. members. **We encourage and welcome those who are not based in the U.S. to apply!** We also highly encourage West, South, Central, and North Asians to apply. It is also important to note that our entire recruitment team is based in North America. If our interview availability is not accessible to your timezone, please contact us and we will accommodate your availability.

TIMELINE

All applications are due on October 9th 11:59 PM EST and will be reviewed on a rolling basis. You will be notified of application decisions before the end of September.

RESCHEDULING POLICY FOR ZOOM SCREENS AND INTERVIEWS:

Dear Asian Youth operates on a tight recruitment timeline, and as a result, **we are unable to accommodate the majority of rescheduling requests.**

We will only grant rescheduling requests under the following circumstances:

- **Time Zone Conflicts:** If our availability does not align with yours or you are in a time zone significantly different from Western time zones, we will work with you to find a suitable alternative.
- **Exceptional Circumstances:** If you experience an emergency, crisis, or unavoidable conflict, we may consider rescheduling on a case-by-case basis. Please note that we only allow for one rescheduling opportunity per applicant, under our discretion.

If you are unable to attend your scheduled screen or interview, we encourage you to notify us as soon as possible, as we cannot guarantee an alternative time. Thank you for understanding and respecting our process!

ZOOM SCREENS & INTERVIEWS

What are Zoom Screens?

Zoom Screens are 15-minute mini-interviews conducted over Zoom, used to assess qualifications and for us to ask you clarifying questions regarding your application.

What can I expect during a Zoom Screen with DAY?

During the Zoom Screen, you can expect a mix of questions about your interest in DAY, your written application and past experiences, and diversity, equity, and inclusion (DEI) questions.

What is the interview component?

The interview is a 45-minute interview that is typically conducted for candidates who pass the initial review and/or screening process. This interview will consist of scenario based or technical questions related to the role you applied for and DEI questions.

How can I best prepare for the Zoom Screen or Interview?

The best way to prepare for your Zoom screen or interview with Dear Asian Youth is to familiarize yourself with our organization—the work we do, our website, and our social media platforms.

Since our interviews don't follow a conventional format, we encourage you to take time beforehand to reflect on:

- Your long term goals.
- Why you want to join an advocacy organization.
- Why you specifically want to join *this* advocacy organization — Dear Asian Youth.
- Your values and how they align with DAY.
- Your views on social issues and how they connect to our mission.
- What you can bring to this organization.
- What you hope to gain from being a member of DAY.

USE OF AI IN WRITING

At Dear Asian Youth, we have a no tolerance policy for AI writing. Although AI detectors may be inaccurate, AI detectors may be used if your writing is suspected to be using AI and you will be automatically rejected.

COMPENSATION

Most roles at DAY are unpaid, as we are a volunteer-run organization. However, Department Head positions—such as Co-Head of Policy—receive small stipends to acknowledge their leadership responsibilities. Please note, that the Finance Department is committed to strategizing a more equitable compensation plan to be implemented in 2026.

CONTACT US

Please email humanresources@dearasianyouth.org should you have any questions or concerns related to the recruitment process or DAY in general. Please note that we will be unable to answer any position or department specific questions. Refer to the contact information provided with each position below for position or department specific questions.

Viewing this document on your laptop or computer is highly recommended to be able to navigate all the tabs easier!

OPEN POSITIONS

Chapters

- Co-Head of Chapters

Human Resources

- Head of Human Resources

Podcast

- Audio Engineer

POSITIONS DESCRIPTION

Chapters

CO-HEAD OF CHAPTERS

POSITION DESCRIPTION:

Co-Head of Chapters will manage the entire Chapters Department and Program, including a 30+ member committee and overseeing 90+ chapters across 12 countries

- Chapter Committee includes: Regional Leads, Regional Managers, Outreach Team, and Administrative Lead

Your responsibilities include:

- Communicating regularly with DAY Executive Board on department status and long-term vision
- Hosting meetings with their senior leadership on a weekly basis, including one-on-one meetings and a monthly department meeting
- Leading the chapter committee in creating resources for chapters that will support their initiation and development
- Creating and leading program-wide events and advocacy initiatives that chapters can take part in
 - Past projects include: national voter registration project, menstrual equity product drives, and DEI awareness campaigns (for future)
- Strategizing and directing the growth of Chapters Program, both in number of chapters and membership of individual chapters
- Directing the transition of the Chapters Program to an affiliate structure in 2025 and beyond
 - The DAY Chapters Program is transitioning to an affiliate structure
 - Lead quarterly continental meetings, meeting with all affiliates in their continental region to discuss feedback and goals
- Directing long-term vision for Chapters Department and Program
- Managing any chapter emergencies within the program with Regional Leads and DAY Executive Board

Time commitment: 12 hours/week, for which you will be provided a monthly stipend of \$384 USD.

QUALITIES WE LOOK FOR:

Soft Skills: Exemplary leadership and communication (verbal and written) skills. Strong DEI awareness. Visionary ideas for youth advocacy and potential for chapters program.

We highly encourage applications from international applicants for this position

QUESTIONS?

For any questions related to this position or department, please contact:
rowan.nam@dearasianyouth.org

Human Resources

HEAD OF HUMAN RESOURCES

POSITION DESCRIPTION:

The DAY Human Resources Team is responsible for: (1) recruitment and hiring of employees (2) conducting onboardings and offboardings (3) recordkeeping and tracking employee information (4) supporting the development of employees (5) creating and updating resources for employees.

Your responsibilities include:

- Managing and overseeing the Human Resources Team
- Ensuring that daily responsibilities for team members are accessible and efficient with the support of HR team members
- Overseeing and improving upon DAY's application and recruitment process
- Overseeing and continuously building upon DAY's onboarding process
- Overseeing the planning and execution of professional development workshops, retreats, and other growth opportunities for DAY membership
- Building a community within the organization for Core Team and DAY Chapters members
- Leading the implementation and ongoing development of DAY's HR software, Frappe HR, including troubleshooting, adapting workflows, and contributing to documentation or best practices where needed

Time commitment: 8 hours/week, for which you will be provided a monthly stipend of \$288 USD.

QUALITIES WE LOOK FOR:

Soft Skills: Proactive and solutions-oriented with strong self-management, empathetic and people-centered: able to think about the employee experience holistically, strong communication and collaboration skills, open to experimentation and iterating on new systems and processes, comfortable navigating ambiguity and independently problem-solving when documentation is lacking, strategic thinker with the ability to zoom out and build sustainable systems while supporting day-to-day needs

Hard Skills: Experience managing people, teams, or departments, demonstrated success in designing or supporting recruitment and onboarding cycles, familiarity with or a willingness to learn technical systems such as Frappe HR (or similar platforms like Notion), a coding mindset: ability to work independently to troubleshoot and research issues, ability to create systems and workflows that improve efficiency, clarity, and documentation within HR processes, proficiency in basic project management tools (e.g. Notion and Google Suite)

QUESTIONS?

For any questions related to this position or department, please contact:
humanresources@dearasianyouth.org

Podcast

AUDIO ENGINEER

POSITION DESCRIPTION:

As the Audio Engineer for the Podcast, you will work on the technical aspects of recording and post-production for Dear Asian Generation. You will balance and adjust episode recording drafts from the co-hosts using equalization, dynamics processing, audio effects, mixing, reproduction, and reinforcement of sound. You will work alongside the Head of Podcast, Podcast Coordinator, and the Co-hosts.

Some of the responsibilities and expectations that are associated with this role include:

- Using software programs and/or plug-ins to edit the episodes in post-production;
- Ensuring that diversity and inclusion are core principles of your work at the organization; and
- Attending and actively participating in fortnightly department meetings, working closely with other Podcast team members to ideate, create, and execute ideas for each season and episode

Time commitment: 4-6 hours/week.

The majority of positions on the Dear Asian Youth team are currently unpaid. However, Dear Asian Youth does work to provide many opportunities to our members through networking, professional development, mentorship, and training.

QUALITIES WE LOOK FOR:

Soft Skills: excellent audio software skills; passion for Dear Asian Youth's mission; integrity and honesty; strong work ethic, cross-collaboration/teamwork skills, ability to communicate and be organized

Hard Skills: excellent communication skills, relevant podcasting and/or public speaking experience (emceeing, hosting, recording, etc.); sound editing skills; strong time-management and flexibility; outreach experience; online content creation experience and creative visions; efficient typing skills

Previous experience with audio editing, mixing, and using DAW software, such as Adobe, Logic, or Audacity, is required.

A background in acoustics, sound engineering, music production, broadcast engineering, acoustical engineering, or electrical engineering and electronics and access to your own audio editing software are assets.

QUESTIONS?

Please note that during the recruitment process (applicant review, Zoom screens, interviews), the HR team will be unable to answer any position specific questions. For any questions related to this position or department, please contact: eden.ng@dearasianyouth.org

Social Media

TIKTOK LEAD

POSITION DESCRIPTION:

The Social Media Department runs and creates content for Dear Asian Youth's various social media platforms, including Instagram, TikTok, and LinkedIn. We are expanding our social media reach into TikTok and are creating a TikTok team full of Asian creatives who are passionate about youth activism!

As a TikTok Lead, you will work collaboratively with Social Media Leadership to launch the TikTok Team and lead a team of TikTok Creators. You will also get the opportunity to communicate and collaborate on an interdepartmental level while planning and executing promotional content for DAY related events and applications! In addition, you will often work closely and communicate with other bigger content creators on TikTok, and will be responsible for outreach work, overseeing the writing and editing process for collaboration TikToks, and making sure our content creation process runs smoothly.

Your responsibilities include:

- Lead the TikTok Team
- Manage DAY's TikTok account
- Draft and finalize monthly TikTok content schedules
- Oversee the TikTok creation process
- Communicate with TikTok Creators to ensure high-quality and timely posts
- Host weekly team meetings and monthly check-ins with team members
- Edit collaboration videos/oversee editing and posting process

Time commitment: 6 hours/week, including weekly team meetings.

QUALITIES WE LOOK FOR:

Soft Skills: leadership, creativity, strong work ethic, dedication to DAY's mission, strong teamwork and communication skills, attention to detail, creativity, passion for activism

Hard Skills: social media management, TikTok creation, ability to analyze and implement trends

? QUESTIONS?

For any questions related to this position or department, please contact:
humanresources@dearasianyouth.org