



## PROGRAM ASSOCIATE

*Application deadline: Open until filled*

The ***Coalition of Asian American Leaders (CAAL)*** envisions a State where all Minnesotans, regardless of background, are actively engaged and can achieve prosperity. CAAL is a network of more than 1,600 leaders whose mission is ***to harness our collective power across ethnicities, generations and sectors to improve the lives of community***. CAAL achieves its mission by: (1) proactively weaving relationships among Asian American leaders and sector leaders, (2) engaging and mobilizing our leaders and impacted community members to work on the shared community priorities of education and economics together, (3) supporting and uplifting Asian Minnesotan leaders, and (4) building partnerships and collaborations that strengthen solidarity across Indigenous and communities of color populations.

CAAL is in an exciting growth phase and we are seeking a Program Associate to join our team.

### NEW SECTOR PARTNERSHIP

CAAL believes in encouraging and investing in our staff's learning and development. Because of that, we're partnering with [New Sector Alliance](#), which allows us to enroll the newly hired Administrative Associate in their year-long [Residency in Social Enterprise \(RISE\) Fellowship](#). CAAL will support the Program Associate in attending one full-day training per month along with ongoing 1:1 mentorship and coaching throughout the year. This investment is valued at \$15,000. Candidates applying for the Program Associate role should understand that the total compensation package will include both the \$28,000 annual salary plus this significant professional development investment.

### POSITION DESCRIPTION

The Program Associate will work closely with the Director of Programs and Partnerships to execute activities with other staff, CAAL's Circle of Leaders and partners to meet program and organizational goals. The Program Associate is responsible for a variety of duties related primarily to the coordination and implementation of program activities, as well as provide administrative support as necessary to successfully carry out all programming. The scope of work includes program implementation, communications, administrative activities, and community outreach and mobilization.

The major duties will entail the following:

#### Programming

- Assist in the implementation of CAAL's programs to ensure timely completion of activities and deliverables.
- Coordinate and participate in programmatic meetings.
- Assist in the drafting, editing and preparation of presentations, reports, social media posts and other writing projects.
- Facilitate small and large group meetings and planning sessions.
- Participate program development and planning.
- Take care of logistics to ensure successful execution of programming.
- Take meeting notes and follow up on actions.
- Serve as programmatic liaison to external partners, including representing CAAL at meetings with leaders/groups, partners and government agencies/representatives.

- Develop and maintain strong relationships across CAAL's network; draws on CAAL's Network to answer questions, solve problems, and successfully execute responsibilities.
- Support evaluation activities.
- Recruit volunteers as needed.
- Gather information to inform CAAL's programmatic work.

In addition to supporting programmatic activities, the Program Associate will have other administrative and development responsibilities. Below is a general description:

#### **Administrative**

- Enter data into CAAL's contacts database.
- Follow process and protocols to ensure activities are compliant to legal and CAAL standards.
- Participate in CAAL staff meetings and planning retreats.
- Contribute to overall organizational core support activities.
- Participate in CAAL's annual fundraiser and other development activities.
- Contribute to building a strong organization.

#### **MINIMUM QUALIFICATIONS**

- High school diploma, GED, Associate degree or equivalent required with four years or relevant experience (or) Bachelors degree and at least two years of relevant experience.
- Proficiency using Microsoft Office (Excel, Word, PowerPoint), databases, and cloud based documents management.
- Experience using social network platforms, including Facebook, Twitter etc.
- Excellent communications skills (oral, written, and listening).
- Demonstrated ability to work successfully in fast paced, team-oriented environment.
- Excellent interpersonal and time management skills.
- Demonstrated ability prioritize, multi-task, and problem solve in a timely manner.
- Curiosity, determination and positive attitude when working with people and difficult social issues.
- Pays attention to details and accuracy.
- Demonstrated ability to take initiative and ownership of projects; resourceful and works independently to meet deadlines and goals.
- Able to make independent decisions and and seek guidance when needed.
- Comfortable with public speaking and relationship building.
- Has cultural humility and seeks to learn from communities.
- Strong commitment to social justice and community building.
- Flexible and must be able to work some nights and weekends as we serve community and have to meet and organize with community.
- Must have reliable transportation.

#### **ADDITIONAL QUALIFICATIONS CONSIDERED**

- Bilingual fluency in other Asian languages.
- Strong knowledge of Asian American communities and their needs, especially in Minnesota.
- Basic understanding of networks.
- Strong interest in leadership support and development.

#### **ALIGNMENT TO THE MISSION AND CULTURE OF CAAL**

- Commitment to CAAL's mission and core values of inclusion, justice and equity.
- Personal qualities of humility, self-reflection, creativity and a sense of humor.

- Uses good judgment in the best interest of CAAL when dealing with multiple leaders and stakeholders.
- Action-oriented and entrepreneurial self-starter who can work well independently and in teams.

**COMPENSATION**

- Salary is \$28,000 plus enrollment in the New Sector RISE Fellowship (valued at \$15,000)
- Health and dental insurance, life insurance, holidays, long-term disability and personal time off.

**REPORTS TO:** Director of Programs & Partnerships

**LOCATION:** Saint Paul, MN at CAAL office

**DEADLINE:** Open until filled

**TO APPLY:** Please submit a **resume and cover letter** with “Program Associate” in the subject to us at [info@caalmn.org](mailto:info@caalmn.org).

CAAL is an Equal Opportunity Employer. CAAL does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and our organizational need.