



PROGRAM COORDINATOR

Application deadline: COB, February 18, 2017

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 over 500 Asian American leaders whose mission is ***to harness our collective power across ethnicities, age groups and sectors to advance equity to improve the lives of community***. We believe our democracy thrives when all communities are visible, included and fully engaged in key systemic decisions that impact our lives. We embrace the diversity of our community, and believe that if we can work together, moving beyond silos, we help ensure a more prosperous future for all Minnesotans.

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 shared community priorities together, and (3) continuously finding ways to elevate more nuanced narratives about who Asian Minnesotans are.

We are seeking a Program Coordinator to help us better deliver impactful programming to our network and the community.

POSITION DESCRIPTION

CAAL is seeking a full time, experienced, self-motivated and engaging Program Coordinator. The Program Coordinator holds a variety of responsibilities related to the coordination of programmatic activities with a primary focus on administrative management, community outreach and mobilization, research and information gathering to support CAAL's small team of staff, as well as its priorities working group on Education and Economic.

The Program Coordinator will work closely with CAAL's Network Director and Policy Director, as well as CAAL's leaders to fulfill his/her duties.

DUTIES AND RESPONSIBILITIES

- Lead the coordination of CAAL events.
- Participate in and coordinate meetings with CAAL's working groups, Advisory Board, local community organizations and other constituents,
- Maintain partnerships with local government, community organizations, advocacy groups and policy makers,
- Coordinate and establish schedule and agenda for community meetings, advocacy activities, CAAL events and trainings, etc.
- Document programmatic outcomes as necessary to evaluate program outcomes and impact.

- Provide basic research on data/statistics on activities conducted to Network Director and or team members.
- Work closely with CAAL's Communications and Media Intern to develop timely content and disseminate them to appropriate audience via e-newsletter, website, social media, and print media.
- Support the drafting of reports as required to funders, CAAL's Advisory Board and other partners.
- Support CAAL's administrative needs as necessary.
- Represent CAAL at meetings as assigned.
- Conduct other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's degree and minimum 3-5 years' experience working in a program-related support capacity in the social justice field.
- Strong proficiency with research, data collection, review, analysis, documentation and reporting applications, including Excel, Word, PowerPoint and databases.
- Exceptional organizational and communications skills (excellent oral, written, and listening skills).
- Demonstrated ability to work successfully in fast paced, team-oriented environment.
- Excellent interpersonal skills, time management skills, and ability to juggle multiple projects at once.
- Demonstrated ability to be a productive member of a community of people at work, respecting differences while working toward shared goals, comfort with periods of ambiguity, and constructive participation in ongoing organizational development.
- Close attention to detail and accuracy; personal initiative; reliability, flexibility and follow-up.
- Demonstrated ability to work independently to meet deadlines.

PREFERRED QUALIFICATIONS

- Written and oral fluency in English and at least one other Asian language.
- Strong knowledge of Asian American communities and their needs, especially in Minnesota.
- Understanding of network approach to building leadership.
- Community organizing experience and/or experience working with grassroots organizations.
- 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-orientated and entrepreneurial self-starter who can work well independently and in teams.

COMPENSATION

- Salary competitive with other non-profits in the area.
- Health insurance, vacation and sick leave package.
- As expected of all employees, this position requires the employee to perform his/her job responsibilities in a manner consistent with the overall mission and core values of CAAL.

REPORTS TO: Director

All interested candidates must email a cover letter, writing sample and a resume to KaYing Yang at KaYing@caalmn.org by COB, February 18, 2017.