



## ADMINISTRATIVE ASSOCIATE

Application deadline: COB, Friday, September 1, 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 more than 1,000 leaders whose mission is ***to harness our collective power across ethnicities, age groups and sectors to advance equity 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 shared community priorities together, and (3) continuously finding ways to elevate more nuanced narratives about who Asian Minnesotans are.

We are seeking a full-time Administrative Associate.

### POSITION DESCRIPTION

CAAL is seeking an experienced, resourceful and enthusiastic person to join our team. The Administrative Associate will work closely with the Network Director and the program team to ensure operations and programming is efficient and effective across the organization.

Specific duties includes:

- Act on behalf of the Network Director or program leads as requested in regards to establishing priorities and identifying and resolving problems that are administrative in nature.
- Manages specialty documents and correspondences, including letters, reports, emails, presentations, memos, faxes, etc. using appropriate tools for required work including Microsoft Word, Power Point, Excel and other programs to track, analyze, document and report data.
- Interfaces and communicates with internal and external constituencies; directs people to the appropriate resource; researches solutions and responds to email and phone inquiries with minimal input from direct supervisor; interacts effectively with all levels of employees throughout the organization.
- Schedules meetings, calls, and other interactions based on the priorities of the leader and/or function; arranges travel; submits expense reports in a timely manner.
- Supports organizational budgeting process by preparing reports summarizing budget status.
- Prepares documentation for payment of vendors, consultants, and suppliers; submits documentation and enters request for payments; approves transactions; responds to inquiries from accounts payable and payees.
- Ensure all staff completes administrative forms to stay in compliance with protocols and policies.
- Initiates, develops, leads and participates in improvement processes; actively participates in self and team reflections to develop organizational processes/protocols and for improvements.
- Understands the structure of the organization and maintains a strong network across CAAL's network; draws on network to answer questions, solve problems, and successfully execute responsibilities.
- Demonstrates confidentiality in execution of all responsibilities.
- Performs other duties as required.
- Some travel as required by the work.

**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 Excel, Word, PowerPoint and databases, cloud based documents management, and experiences using social network platforms, including Facebook, Twitter etc.
- Exceptional 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 prioritize, multi-task, and assign work to others.
- Close attention to detail and accuracy; personal initiative; reliability, flexibility and follow-up.
- Demonstrated ability to take initiative and ownership of projects; resourceful and works independently to meet deadlines and goals.
- Ability to routinely and independently exercise sound judgment in making decisions

**ADDITIONAL QUALIFICATIONS CONSIDERED**

- Bilingual fluency in other Asian languages.
- Strong knowledge of Asian American communities and their needs, especially in Minnesota.
- Understanding of network approach to building leadership.
- Strong commitment to social justice and community building.
- 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 range between \$31,200 - \$38,000; dependent on experience.
- Health insurance, vacation and sick leave package.

**REPORTS TO:** Network Director

All interested candidates must email a cover letter, writing sample and a resume to KaYing Yang at [kaying@caalmn.org](mailto:kaying@caalmn.org) by COB, September 1, 2017.