



Job Title:	Program Manager	Reports to:	Associate Director
Last Reviewed:	December 2024		

The Coalition of Asian American Leaders (CAAL) envisions a just and joyful future where all Minnesotans, regardless of background, have the power to shape decisions that affect us and can live with dignity in thriving and caring communities. CAAL is a network of Asian American leaders whose mission is to harness our collective power across ethnicities, age groups, and sectors to improve the lives of communities by connecting, learning, and acting together. 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.

The Program manager will manage CAAL’s Leadership Support Programs by working collaboratively with the CAAL team. The ideal candidate takes initiative and flourishes in a fast-paced, high-intensity environment and can effectively manage multiple programs simultaneously. The Program Manager will be expected to exercise independent decision-making, work with agency and autonomy and have deep knowledge of leadership development programs. They will have a demonstrated commitment to work with CAAL’s network of leaders and community partners to build collective power for long-term systems change to support cross-sector, cross-generational, and cross-racial partnerships.

The Program Manager will be responsible for leading and overseeing the implementation, execution, and evaluation of key programs that support the mission and goals of Coalition of Asian American Leaders (CAAL). This position requires a proactive and strategic thinker who is committed to driving program success, fostering community engagement, and ensuring the highest standards of program delivery. The Program Manager will work closely with staff, stakeholders, and external partners to ensure the effective management and impact of our programs.

Responsibilities:

- Execute and evaluate the full range of CAAL’s leadership programs to fulfill team strategies
- Plan and implement leadership support activities to incorporate a variety of learning methodologies, emerging issues, and innovative ideas to ensure accessibility and interest to the broad range of current and new CAAL network leaders and Asian Minnesotans more broadly
- Design and implement a wide array of communications to engage and mobilize current and new CAAL network leaders
- Build relationships and connect with CAAL’s network leaders, local coalitions, and community partners to actively provide leadership support and organizing opportunities
- Ensure compliance with laws and guidelines established by federal, state, local agencies
- Ensure program operations comply with applicable regulations, funding requirements, and best practices.
- Represent CAAL’s priorities and strategies in coalitions, task forces, and other assigned meetings to advance CAAL’s leadership programs

- Organize, plan, and execute Celebrasians, Monthly Welcome Calls, Regional Hubs, and other programmatic activities as assigned
- Document and report CAAL's leadership impact across programs and support network leaders by amplifying and elevating desired leadership outcomes consistently
- Advance ideas and strategies that will lead to community campaigns that include organizing, policy advocacy, research, and narrative power building
- Monitor program activities to ensure they are on track and meet objectives, adjusting plans as necessary.
- Facilitate community outreach and engagement activities to raise awareness about the programs and expand the organization's impact.

Requirements:

- Minimum 3 years of progressive leadership experience to include prior demonstration of complex program management experience and implementation
- Bachelor's degree required, advanced degree in public policy, public administration, advocacy and political leadership, or related field preferred
- Experience in two or more of the following areas: leadership support, network building, training and development, organizational culture and systems change, youth empowerment and leadership, and/or other leadership development areas impacting Asian Americans
- Demonstrated ability to manage projects and people, taking ownership and driving activities to completion, (project management courses or certification preferred)
- Willingness and availability to work on evenings and weekends when community is available with ability to travel, including occasional overnight and multi-day travel
- Willingness to learn and adapt to new trends and changing situations
- Excellent judgment and creative problem-solving skills, including negotiation and conflict resolution
- Strong written and verbal communication skills to convey complex information, give presentations and build relationships
- Experience facilitating meetings (facilitation certification preferred)

Salary and Benefits:

This is an exempt position with a salary range starting at a minimum of \$50,000. CAAL offers all employees medical, dental and vision coverage. CAAL provides employer paid long term disability, workers compensation, basic life insurance, a 401K retirement plan with employer match. 10 days of holiday and generous paid time off. Free on-site parking is available for all employees.

To Apply:

Please email your resume to hr@caalmn.org. Please include "Program Manager" in the subject line.

CAAL is an equal opportunity employer. We celebrate our rich diversity and are committed to creating an inclusive environment for all employees.