



Job Title:	Program Manager	Department:	Leadership Support
Reports to:	Senior Program Manager	Effective Date:	1/1/2026

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 lead the development, facilitation, and continuous improvement of CAAL's Youth Leadership Support program (BOBA) and Network Weaving events. This role oversees program design and implementation, evaluates outcomes, and ensures high-quality experiences across all convenings and activities.

The Program Manager drives community outreach and participant engagement strategies that strengthen CAAL's relationships with Asian Minnesotan communities, partners, and leaders. By cultivating meaningful connections, elevating community voices, and guiding participants through learning and action, this role advances CAAL's mission and expands program impact.

This position requires a proactive and strategic thinker committed to program success, community engagement, and high standards of delivery. The Program Manager works closely with staff, stakeholders, and partners to effectively manage multiple programs in a fast-paced environment. They exercise independent decision-making, operate with agency and autonomy, and bring deep knowledge of leadership development programs. The ideal candidate demonstrates a strong commitment to building collective power for long-term systems change through cross-sector, cross-generational, and cross-racial partnerships.

**Responsibilities:**

**Youth Leadership Development & Program Facilitation**

- Lead design, coordination, and facilitation of the BOBA youth leadership program, creating safe, inclusive, and culturally affirming spaces for identity, belonging, and community power.
- Facilitate youth-driven learning and teach core advocacy and organizing skills to help young leaders understand issues affecting their communities and take meaningful action.
- Co-create curriculum and activities with youth, centering their lived experiences and leadership throughout program design.
- Build strong, trusting relationships and ensure youth have meaningful decision-making roles that support growth as community advocates and organizers.
- Manage logistics, curriculum development, outreach, and communications to recruit and retain diverse youth participants.

- Track outcomes, gather feedback, and maintain documentation to continuously improve BOBA program quality and future cohorts.

### **Program Operations, Compliance & Communications**

- Ensure program operations comply with applicable laws, regulations, funding requirements, and best practices.
- Design and implement communications (in partnership with communications staff) to engage and mobilize current and new CAAL network leaders.
- Organize, plan, and execute key program activities, including **Celebrasians, Monthly Welcome Calls, Regional Hubs**, and other assigned convenings.

### **Network Weaving Events**

- Design events that cultivate a strong network of community partners and leaders, enabling shared learning, resource exchange, and collective action.
- Develop and facilitate CAAL PowerTalks, Fireside Chats, and other learning engagements, curate research, stories, speakers, and community-driven solutions on timely issues.
- Oversee end-to-end design, coordination, and implementation of Network Weaving and leadership convenings in alignment with CAAL's mission and goals.
- Manage logistics, partner relationships, and performance, using data and participant feedback to improve program quality and impact.
- Stay informed on emerging issues affecting Asian Minnesotans and integrate relevant insights into program content and strategy.

### **Community Outreach & Relationship Building**

- Lead outreach strategy to build relationships with Asian Minnesotan communities, partners, schools, youth groups, and local leaders.
- Cultivate new partnerships and represent CAAL at community events to increase visibility and expand program impact.
- Oversee outreach and recruitment for programs such as BOBA, PowerTalks, and leadership convenings to ensure diverse and inclusive participation.
- Develop outreach materials and maintain communication with prospective participants, families, and partners.
- Coordinate outreach plans, calendars, and tracking systems, partner with communications staff to amplify reach.
- Monitor outreach metrics and use data to refine strategies, improving reach, effectiveness, and community impact.

### **Partnerships, Representation & Network Support**

- Represent CAAL's priorities and strategies in coalitions, task forces, and assigned meetings to advance leadership programs.
- Build and maintain relationships with CAAL's network leaders, local coalitions, and community partners to provide leadership support and organizing opportunities.

### **Monitoring, Evaluation & Reporting**

- Monitor program activities to ensure they meet objectives, adjusting plans as necessary.
- Document and report leadership impact across programs, consistently amplifying desired outcomes.

- Use participant and community feedback to inform program improvements and design decisions.

### **Strategy & Campaigns**

- Advance ideas and strategies that lead to community campaigns, including organizing, policy advocacy, research, and narrative power-building.

### **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 in the 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 \$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](mailto: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.