



Job Title:	Policy and Advocacy Associate	Department:	Policy
Reports to:	Associate Director	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 Policy and Advocacy Associate will support community-centered policy campaigns and civic engagement efforts through legislative engagement, event coordination, coalition building, and community organizing. This position is ideal for someone early to mid-career who is passionate about public policy, relationship building, and community advocacy.

The Policy and Advocacy Associate is responsible for planning and executing advocacy events such as Day at the Capitol, Legislative Debriefs, Candidate Forums, community conversations, and coalition meetings. This role will support CAAL's partnerships with community organizations, policymakers, and advocacy coalitions to advance policy priorities impacting Asian American communities across Minnesota.

Responsibilities:

Policy and Advocacy

- Advance CAAL's advocacy priorities related to civic engagement, education, anti-hate initiatives, economic equity, immigration, and community safety.
- Monitor policy developments and track and summarize key legislation during the Minnesota Legislative Session.
- Prepare advocacy materials such as briefing documents, presentations, testimonies, and community resources.
- Participate and represent CAAL in meetings with policymakers, community leaders, and government agencies.
- Coordinate advocacy campaigns, public engagement activities, and lead rapid response efforts as needed.

Administration and Communications

- Maintain organized records of meetings, events, stakeholder engagement, and advocacy activities.
- Coordinate internal follow-up across teams to support timely implementation of projects and campaigns.
- Contribute to storytelling efforts related to policy and advocacy initiatives.

- Manage and support social media and digital engagement efforts connected to advocacy campaigns and public events.

Event Planning and Civic Engagement

- Lead and coordinate advocacy and civic engagement events, including:
 - Day at the Capitol
 - Legislative Debriefs
 - Candidate Forums
 - Community Listening Sessions
 - Coalition and partner convenings
- Manage event planning including registration, outreach, scheduling, materials preparation, venue coordination, volunteer support, and follow-up communications.
- Engage and empower community members in taking part in civic engagement and advocacy opportunities.
- Develop and implement outreach and engagement strategies to increase participation across diverse Asian Minnesotan communities.

Coalition Building and Community Partnerships

- Build and maintain relationships with coalition partners, community organizations, elected officials, and stakeholders.
- Align with CAAL's mission and value to best represent CAAL in coalition meetings, advocacy spaces, and community events.
- Help lead cross-sector, cross-generational, and cross-racial partnership building efforts.
- Coordinate partner communication and help track coalition activities, action items, and shared priorities.

Required Qualifications

- Bachelor's degree in public policy, political science, public administration, communications, nonprofit leadership, or related field; or equivalent lived and professional experience.
- 2–4 years of working experience in community organizing, public policy, advocacy, nonprofit programming, coalition building, event coordination, or civic engagement.
- Experience leading or coordinating public events, advocacy initiatives, training, legislative engagement activities, or community-based programs.
- Demonstrated ability to build relationships and work collaboratively across communities, coalitions, and stakeholders.
- Strong project management, organizational, and communication skills.
- Ability to take initiative, manage multiple priorities, and lead projects with limited supervision.
- Experience facilitating meetings, coordinating partnerships, or engaging community members around civic or policy issues.
- Proficiency with Microsoft Office, Google Workspace, and virtual meeting tools.
- Ability to occasionally work evenings and weekends based on community and legislative schedules.
- Willingness and availability during heavy periods of work at the Minnesota Legislature, which will require evenings and some weekend commitments.
- Reliable transportation for local travel within the Twin Cities metro area.
- This position will occasionally require state and national travel.

Preferred Qualifications

- Familiarity with the Minnesota Legislative process or local government systems.
- Knowledge of issues impacting Asian American and immigrant communities.
- Multilingual skills relevant to Minnesota Asian communities are a plus.

Salary and Benefits:

This is an exempt position with a salary range starting at \$50,000. CAAL offers all employees full health, vision, and dental coverage, workers comp, long term disability, basic life insurance, a 401K retirement plan, 10 days of holiday, and generous paid time off.

To Apply:

Please email your resume to hr@caalmn.org. Please include "Policy and Advocacy Associate" 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.