



## Asian American Liberation Network

**Position:** Program Manager

**Classification:** FT (38 hours/week), Exempt

**Salary:** \$60,000 to \$80,000 per year

**Priority Deadline:** February 18, 2024, or until filled

**Expected Start Date:** Early March 2024

**Location:** Sacramento, CA

**Reports to:** Executive Director

### TO APPLY

Please send your resume to [info@aalnsac.org](mailto:info@aalnsac.org). Cover letters are not required, but welcomed along your resume. Please include the name of the position in the subject line. **AALN is accepting resumes for application until the position is filled.**

### WHO WE ARE

The Asian American Liberation Network's (AALN) mission is to build power in the Asian American community to advance social justice and collective liberation. AALN began as a grassroots mobilization project called the Sacramento A/PI Regional Network with an initial primary focus of mounting a response to the disproportionate impact of COVID-19 on the Asian American, Native Hawaiian and Pacific Islander community in Sacramento. After a community formalization process in 2021, the organization was incorporated as a non-profit organization.

### POSITION DESCRIPTION

The AALN is seeking one permanent, full-time Programs Manager with the skills and drive to advance the mission of the organization.

The ideal candidate possesses a passion for community and social justice, and a desire to be part of a team working to advance the movement for liberation.

Under the direction of the Executive Director, the **Programs Manager**, will help advance the organization's mission by managing AALN's program portfolio, overseeing program staff, and special projects as assigned. Program management includes, but is not limited to, program development and planning, implementation, data collection, and evaluation, creating and managing project budgets, overseeing project subcontracts, and completing project deliverables and program reports. The program manager is expected to manage the communication with internal and external stakeholders such as funders, supporting staff, program partners, and volunteers. The Programs Manager will also work with the Executive Director on programmatic visioning, strategic program development, community research, and policy advocacy thought-partnership to ensure that AALN advances its mission and vision through its programming.

This role is temporarily remote, with local in-person meetings and projects. AALN highly recommends applicants reside in or have frequent access to the greater Sacramento region. The role will require some flex-based work in the evenings or weekends as necessary. The role may require out-of-town travel up to 10% of the time.



## Asian American Liberation Network

### RESPONSIBILITIES

At the direction of the Executive Director, this position will include the following duties:

#### **Program Management (40%)**

- Program planning, implementation, and evaluation, including but not limited to:
  - Conduct needs assessments and research to identify the specific needs of the target population.
  - Develop and implement program goals, objectives, and strategies aligned with the organization's mission and vision.
  - Design program activities and services that address identified needs and are consistent with available resources.
  - Managing staff, sub-grantees, contractors, and/or consultants as required by the program.
  - Coordinate the timely execution of program activities, ensuring they are carried out effectively, meet programming goals, and are in accordance with established guidelines and standards.
  - Working with the Executive staff to develop metrics, monitor program progress, collect data, and evaluate outcomes to measure the impact and effectiveness of services provided.
- Develop and manage program budgets, ensuring resources are allocated efficiently to meet program goals; Monitor expenses, analyze variances, and make adjustments as needed to stay within budget constraints.
- Ensure that program operations comply with all relevant legal and regulatory requirements, programs are in compliance with grant funding requirements and expectations, and that programs adhere to internal organizational policies and procedures.
- Prepare and distribute communications and reports to stakeholders, including funders, board members, and other relevant parties, detailing program performance, outcomes, and financial status.
- Develop evaluation measures to assess programmatic impact and propose recommendations to improve programs.

#### **Operations, Administrative, and Staff Management (25%)**

- Working with Executive staff to assess and support funding for their program(s).
- Directly supervise, mentor, and support staff, including interns and volunteers, and help provide opportunities for professional development and growth.
- Work with the Executive staff to annually review staff performance and work plans.
- Promote & sustain an organizational culture that values team members' retention, empowerment, development, leadership, & well-being.

#### **Strategic Development (20%)**

- In collaboration with the Executive staff, develop both short- and long-range strategies for policy advocacy and programs.
- Develop advocacy and programmatic strategies to distinguish and amplify AALN's niche and role in the Sacramento region.



## Asian American Liberation Network

- Develop opportunities for AALN's base, team members, and community partners to inform AALN's vision and strategic planning.
- Translate community input and direction into actionable strategies, initiatives, programs, and policies for AALN to champion.
- Track significant local, statewide & national events, initiatives, and policies to help inform AALN's landscape analysis and fluid strategy.

### **Policy, Coalition Building, and Community Engagement (15%)**

- Act as an ambassador to expand reach and garner support for program activities.
- Support the development of critical relationships with project and coalition partners and AALN's base in order to support programs and move initiatives forward.
- Represent AALN at conferences, panels, community events, forums, and other engagements as their role applies.
- Manage community engagement and education campaigns as they apply to programs.
- Lead a coalition of aligned Asian American-led and serving organizations to strategically build power in the Greater Sacramento region.
- Serve on numerous multiracial, multi-ethnic, and multi-sector coalitions to advance initiatives and policy towards our collective liberation.

### **REQUIRED SKILLS AND QUALIFICATIONS**

- Experience in grassroots organizing and programming for Asian, Asian American and/or BIPOC communities and possesses historical knowledge of the local community organizing
- At least 2-3 years of experience in nonprofit program coordination and/or management in Sacramento and the surrounding area.
- B.A. or B.S. in a relevant academic discipline (i.e. Ethnic Studies, Asian American Studies, Organizational Leadership/Development, Women & Gender Studies, Public Policy, Social Work, etc.), or other with equivalent field expertise.
- Ability to work alongside and build strong relationships with community members, program partners, and other stakeholders.
- Demonstrated effectiveness in progressive program development, budgeting, implementation, oversight, while collaborating with multiple stakeholders.

### **PREFERRED QUALIFICATIONS**

- Passion for advancing social justice and liberation of the Asian, Asian American community as well as multicultural sibling communities.
- Experience in effective community organizing, engagement and advocacy for/with Asian, Asian Americans, immigrants, refugees, LGBTQ, Black, Indigenous, and people of color.
- Experience in community-defined practice, and translating community experience into solutions and change.
- Experience developing and implementing impactful programming strategies to achieve intended outcomes
- Implementing a decolonized leadership approach by honoring and centering community history and experience; building mutual, non-extractive relationships with communities served; and challenging white supremacy in AALN's organizational practices.
- Effectively managing multiple priorities and projects, meeting critical deadlines, and working well with others under pressure and in conflicting environments.



## Asian American Liberation Network

- Highly effective interpersonal, leadership, consensus, and coalition-building skills.
- Mastery of oral and written communication skills to clearly articulate visions, proposals, and advocacy objectives.

### COMPENSATION & BENEFITS

The full-time salary range for this position is **\$60K to \$80K annually**, depending on experience. AALN practices a transparent, compensation structure that incorporates opportunities for compensation growth.

We also offer a benefits package to all full-time team members that include:

HEALTH INSURANCE	AALN makes monthly contributions towards medical, dental, and vision plans for employees. More details will be provided upon inquiry.
HOLISTIC LEAVE BENEFITS	AALN offers an annual leave package that includes paid vacation and personal leave, paid holidays, and office closures. More details will be provided upon inquiry.
PROFESSIONAL DEVELOPMENT	Professional development opportunities, (i.e. training, fellowships, coaching, etc.)
RETIREMENT	AALN provides retirement savings options.

Further, Asian American Liberation Network supports the work-life balance of its team members by collaborating with leadership to support a flexible work schedules that meets staff members specific needs.

### WHAT ELSE YOU SHOULD KNOW

The Asian American Liberation Network is an equal opportunity employer that values partners from all communities, backgrounds, and experiences. We encourage BIPOC, LGBTQ, women & femmes, gender non-conforming applicants, and applicants with disabilities, to apply.

For any questions on the position, you can email [info@aalnsac.org](mailto:info@aalnsac.org).