



## Asian American Liberation Network

**Position:** Organizing and Advocacy Manager  
**Classification:** Full-Time Exempt  
**Salary:** \$70,000 to \$80,000 per year  
**Priority Deadline:** February 17, 2025 or until filled  
**Expected Start Date:** March 2025  
**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.. 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, the organization was incorporated as a non-profit organization in 2021.

### POSITION DESCRIPTION

The AALN is seeking one permanent, full-time **Organizing and Advocacy 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 **Organizing and Advocacy Manager** will help advance the organization's mission by managing AALN's organizing and advocacy portfolio and oversee program staff. As the Organizing and Advocacy Manager, they will play a key role in the development and implementation of advocacy strategies, researching issues that impact the Asian and Asian American community, and lead and participate in coalition building. The Organizing and Advocacy Manager will also work with the Executive Director on programmatic visioning and strategic development, leading community research and policy advocacy, and ensuring that AALN advances its mission, serves its community, and sustains its impact.

This role is temporarily remote, with local in-person meetings and projects. AALN highly recommends applicants reside in 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.

### WHAT YOU WILL DO?

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



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### **Advocacy, Organizing and Community Engagement (35%)**

- Manage AALN's powerbuilding programs in coalition building, leadership and membership development, narrative change, and community education.
  - Lead base-building strategies and opportunities to recruit new and engage existing community members and partners of AALN.
  - Lead a coalition of aligned Asian American-led and serving organizations to strategically build power in the Greater Sacramento region.
  - Lead educational and advocacy campaigns to resource and mobilize communities to advance racial equity and collective liberation.
  - Manage community engagement and education campaigns as they apply to programs.
  - Develop community-friendly educational materials such as, but not limited to infographics, fact sheets, talking points, and action alerts.
- Build trusted and working relationships with advocates, legislators, agency decision-makers, staff, and other stakeholders
- Represent AALN at conferences, panels, community events, forums, and other engagements as their role applies.
- Facilitate and gather community input 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.
- Serve on numerous multiracial, multi-ethnic, and multi-sector coalitions advance initiatives and policy towards racial equity and collective liberation.
- In partnership with the Executive Director, develop a process for identifying AALN's priority campaign and issues.

### **Program Management (20%)**

- 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 comply 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%)**

- Directly supervise, mentor, and support staff, including interns and volunteers, and help



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- 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 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.
- Develop opportunities for AALN's base, team members, and community partners to inform AALN's vision and strategic planning.

### **WHAT'S MOST IMPORTANT**

- Strong belief and passion for the organization's mission of advancing social justice and liberation in the Asian American community as well as multicultural sibling communities.
- Experience in effective community organizing, engagement, and advocacy for/with 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 strategies and programming 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 organizational practices.
- Effectively managing multiple priorities and projects, meeting critical deadlines, and working well with others under pressure and in conflicting environments.
- Highly effective interpersonal, leadership, consensus, and coalition-building skills.
- Mastery of oral and written communication skills to clearly articulate visions, proposals, and advocacy objectives.

### **BACKGROUND, EDUCATION, & SKILLS THAT WILL MAKE A GREAT FIT**

- 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.
- At least 2-3 years of experience in nonprofit program coordination and/or management.
- Experience in grassroots organizing with Asian American and/or BIPOC communities.
- Organizational and/or programmatic experience in an issue area relevant to AALN's priorities.
- Experience in or demonstrated historical knowledge of the local community organizing in Sacramento and surrounding areas.
- Ability to work alongside and build strong relationships with community members, program partners, and other stakeholders.
- Demonstrated effectiveness in progressive program development, budgeting, implementation, and oversight.
- Ability to manage multiple projects, including the timeliness of deliverables, project



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budgets, project partners, staff, and volunteers.

### COMPENSATION & BENEFITS

The full-time salary range for this position is **\$70K 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 contributes towards medical, dental, and vision plans for employees. More details disclosed 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 disclosed upon inquiry.
PROFESSIONAL DEVELOPMENT	Professional development opportunities, (i.e. training, fellowships, coaching, etc.)
RETIREMENT	Upon hiring, AALN will assist with setting up retirement savings options.

Beyond these benefits, the Asian American Liberation Network team members have the opportunity to be flexible with their schedules and ask for other support in creating an approach to work-life balance that meets their 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.

### TO APPLY

Please send a current resume to [info@aalnsac.org](mailto:info@aalnsac.org). Please include the name of the position in the subject line. **AALN is accepting resumes for application until the position is filled. Serious inquiries only please.**

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