

FULL-TIME POSITION: LEADERSHIP COORDINATOR
Job Posting: March 8, 2010

Please note that this is a re-classification of a previous posting circulated by the Asian American Institute.

The Asian American Institute was established in 1992 as a pan-Asian, not-for-profit organization. Our mission is to empower the Asian American community through advocacy, by utilizing research, education and coalition building. AAI is seeking a full-time Leadership Coordinator to assist in planning, implementing, and growing AAI's leadership programs (the Impact Fellows Program, Expanding the Circle Board Leadership Training Program, and the annual Asian American Leadership Forum).

REPORTS TO: Director of Operations

RESPONSIBILITIES:

- **Coordinate the Impact Fellows Program (May-July):**
 - **Planning:** update curriculum; invite and confirm speakers; schedule field trips; manage logistics; prepare materials;
 - **Internship Site Recruitment:** disseminate materials to community-based organizations; confirm sites;
 - **Fellow Recruitment:** update and disseminate recruitment materials; interview and select applicants;
 - **Implementation:** attend/ monitor all program sessions and collect evaluation data;
 - **Evaluation:** collect, review, and summarize evaluation data; assist staff in conducting mid-program and final individual feedback sessions with each participant;
 - **Reports:** draft report to program funders at the close of the program.
 - **Innovation:** increase program value to participants.
- **Assist in coordinating the Spring 2010 Expanding the Circle Program (June-August):**
 - **Planning:** Assist in confirming speakers and logistics for the June-August training program, including the graduation reception; compile roster and binder materials for program participants.
 - **Implementation:** Send bi-weekly reminders to program participants; attend/ monitor all program sessions;
 - **Evaluation:** collect, review, and summarize evaluation data.
- **Assist in coordinating the fall 2010 Asian American Leadership Forum (October conference)**
 - **Planning:** Participate in planning committee meetings; confirm speakers, venue, and other logistics.
 - **Recruitment:** Recruit organizational partners and attendees
 - **Marketing:** Manage the dissemination of promotional materials.
- **Manage the publication of the Compass (Asian American directory and resource guide)**
 - Update the Compass timeline/ workplan;
 - Oversee the update of the Compass, including data charts, community profiles, and the directory;
 - Monitor staff who are assigned to this project and provide guidance as needed.
- **Assist the Director of Operations with related tasks as assigned**, which may include assisting with planning the June 2010 Advancing Justice Conference in Washington, DC.

REQUIREMENTS:

- At least 3 years experience in planning and carrying out trainings and/or events.
- **Preferred:** experience working with Asian American communities, especially in a multi-generational and/or multi-ethnic setting; experience in leadership training ; experience in working with youth ages 17-22 is an asset;
- Excellent written and oral communication skills; motivated self-starter; ability to work independently, think creatively and prioritize multiple tasks, with attention to detail;
- Openness and ability to adapt and respond to changes in the environment;
- Flexible working hours including some evenings and weekends.

START DATE: March 2010 / as soon as possible

SALARY/ BENEFITS: Salary commensurate with experience; benefits include health insurance coverage.

Applications will be reviewed on a rolling basis, as soon as they are received. **To apply, please send a cover letter, writing sample, and resume by March 19**, to Mr. Satish Turakhia, at the address below, via fax or email (admin2@aaichicago.org). (No phone inquiries, please.)

AAI is an equal opportunity employer.