JOB ANNOUNCEMENT

Immigration Policy Advocate

OVERALL ROLE

The Southeast Asia Resource Action Center (SEARAC) seeks a full-time Immigration Policy Advocate to lead our national immigration advocacy activities through policy analysis, advocacy, community engagement and organizing, and coalition building. The position’s goals include building key policy champions on the national level, and engaging, educating, and mobilizing SEARAC’s community to make national change. SEARAC’s immigration work focuses on the unique needs and rights of Southeast Asian Americans (SEAAs) and other lawful permanent residents (LPRs) who are subject to mandatory detention and deportation because of old criminal convictions, as well as other immigration policies that impact SEAA communities.

The ideal candidate will have a proven ability to foster engagement among diverse—and even competing—groups, ranging from policy makers to local partners. He/she/they will be an exceptionally quick learner, thrive in a collaborative environment, and be able to work both independently and as a team. The ideal candidate will have experience in immigration and/or criminal justice issues affecting SEAA communities and other communities of color and will be able to effectively execute legislative and community awareness campaigns, as well as work productively in coalitions and partnerships. The candidate should also have a deep familiarity with the SEAA community. The individual reports to the Director of National Policy and is a critical member of SEARAC’s policy team.

This position is based in Washington, D.C.

ABOUT SEARAC

Founded in 1979, SEARAC is a national civil rights organization whose mission is to empower Cambodian, Laotian, and Vietnamese American communities to create a socially just and equitable society. As representatives of the largest refugee community ever resettled in the United States, SEARAC stands together with other refugee communities, communities of color, and social justice movements in pursuit of social equity.

We are a leading national advocacy voice on issues that deeply affect the SEAA community. Our advocacy is grounded in deep community engagement with community partners and individual advocates, as well as in solidarity with other communities of color and social justice movements.

Responsibilities
Policy Analysis and Advocacy
- Conduct policy analysis and provide recommendations around immigration policies that impact Asian Americans and Pacific Islander (AAPI) communities, especially SEAA communities.
- Work with the National Policy Director and Director of Field and Outreach to plan and execute advocacy campaigns.
- Develop immigration policy resources such as fact sheets, policy briefs, webinars, and other policy materials and recommendations.
- Work with the Policy Team to create cross-cutting analysis and resources on deportation, mass incarceration, education, health, and boys and men of color.
- In collaboration with the National Policy Director, request and lead meetings with Congressional, administrative, and other decision-making offices to advance advocacy efforts.
- Collaborate and lead as needed on numerous coalition initiatives to advance SEARAC’s policy priorities. Coalitions include but are not limited to: the National Council of Asian Pacific Americans (NCAPA), Detention Watch Network (DWN), the Alliance for Citizenship (A4C), and Refugee Council USA.
- Represent SEARAC at policy roundtables, briefings, conferences, and community events.

Community Engagement and Mobilization
- In partnership with the Director of Field and Outreach, lead in coordinating national campaigns to increase community engagement and mobilization to advocate for immigration policies that support SEAA and AAPI communities.
- Manage partnerships with local community-based organizations across the country.
- Provide education, training, and technical assistance on immigration policy to SEARAC’s partners and immigration network.
- In collaboration with SEARAC’s Policy Team, provide training for SEARAC’s programs, such as the annual Leadership and Advocacy Training (LAT), as well as trainings and convenings related to SEARAC’s immigration work.

Program Management, Communications, and Administration
- Monitor completion of grant-funded activities and outcomes related to immigration.
- Administer subgrants with local partners.
- Assist with fundraising and reporting for program.
- In coordination with the Director of Communications and Development, draft press releases, community announcements, action alerts, and social media posts on immigration, deportation, mass incarceration, and racial-healing policy areas.
- Work with other SEARAC staff and board members in support of SEARAC’s overall mission.

Other
- Support other duties as specified by the National Policy Director or Executive Director.

Experience/Skills Required
- Minimum 3 years of experience with nonprofit organizations, immigration policy, issue campaigns, or other relevant experience.
- Community engagement and mobilization through community-based organizations.
• Knowledge of immigration, criminal justice, and/or racial equity policy issues as they pertain to AAPIs, especially SEAAs.
• Experience working productively within coalitions.
• Program planning, management, and implementation experience.
• Superior verbal and written communication abilities.
• Group facilitation and training.
• Ability to work both independently and as part of a team.
• Demonstrated passion for social justice.

Experience/Skills Preferred
• Legislative advocacy and policy analysis, including familiarity with the federal legislative process, experience communicating with policy makers, and ability to communicate complex policy issues to local communities and community-based organizations.
• Media and communications experience, including writing press releases or press advisories.
• Ability to travel and work weekends as required.
• Budgeting and project reporting.

Education
B.A. or equivalent four-year degree required. An equivalent combination of education and experience may be accepted as a satisfactory substitute for the specific education and experience listed above.

Compensation
Competitive, plus a strong benefits package.

Application Deadline
Priority deadline: July 9, 2018
Preferred start date: September 3, 2018

Application Process
Those interested in this position may apply by submitting a letter of interest, a current resume, and a brief writing sample (preferably policy-related, no more than 3 pages). Electronic application packages are encouraged and should be sent in PDF or MS Word format to application@searac.org. Please include “Immigration Policy Advocate” in the subject line of emails and faxes.

Please address all application materials to:
Southeast Asia Resource Action Center (SEARAC)
1628 16th Street, NW Washington, D.C. 20009
Fax: 202/667-6449
E-mail: application@searac.org