



## **California Education Policy Coordinator JOB DESCRIPTION**

### **ABOUT THE SOUTHEAST ASIA RESOURCE ACTION CENTER (SEARAC) –**

SEARAC is a national civil rights organization that empowers Cambodian, Hmong, Laotian, and Vietnamese American communities to create a socially just and equitable society. Southeast Asian American (SEAA) communities compose the largest refugee community ever to be resettled in the United States. We now number over 3.1 million in the country today, with one million calling California home.<sup>1</sup> SEAA communities continue to experience low educational attainment where 38.3% of Laotian, 38.2% of Cambodian, 36% of Hmong, and 26.8% of Vietnamese Americans do not have a high school diploma, compared to just 18.5% of total adults in California.<sup>2</sup>

SEARAC is seeking a highly skilled individual with a strong background in policy advocacy, advocacy capacity training, community engagement, and coalition building to join a dedicated team of passionate advocates working on social justice and racial equity. The ideal candidate will also have expertise in working with Asian American communities and issues affecting Asian American and Pacific Islander (AAPI) youth and young adults. The California Education Policy Coordinator reports to the Director of California Policy and Programs and is a critical member of SEARAC's policy team. This full-time position is based in Sacramento, CA.

### **MAJOR ROLES –**

The California Education Policy Coordinator will lead SEARAC's California education policy analysis and advocacy, facilitate the AAPI Coalition Helping to Achieve Racial and Gender Equity, more commonly known as CHARGE, build statewide AAPI youth advocacy power, and conduct policy briefs and reports on educational barriers in the AAPI communities. The Education Policy Coordinator will also work closely with other education and racial justice organizations and coalitions including and not limited to SEARAC's National Data Disaggregation Coalition, the Alliance for Boys and Men of Color, and the College 4 All Coalition to impact education policy change in California.

### **RESPONSIBILITIES –**

#### ***California Policy Advocacy:***

- Conduct analysis and advocacy on educational policies regarding ethnic studies, high school graduation, access to higher education, and disaggregated AAPI data.
- Develop and implement appropriate advocacy campaigns in collaboration with CHARGE partners.
- Educate state legislators, agencies, and stakeholders on the education needs and challenges of AAPI communities.

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<sup>1</sup> U.S. Census Bureau, 2015 American Community Survey 1-Year Estimates, each group alone or in combination

<sup>2</sup> US Census Bureau, 2011-2013 American Community Survey 3-Year Estimates



**Community Engagement:**

- Foster on-going and consistent relationships with CHARGE partners and ensure CHARGE partners continue to inform the work.
- Coordinate annual CHARGE shared policy priorities.
- Coordinate annual CHARGE in-person partner convening; facilitate on-going regular CHARGE monthly meetings; and coordinate on-going Youth in CHARGE quarterly calls.

**Building powerful advocates:**

- Work with partners to provide appropriate advocacy capacity training and conduct in-district or capitol legislative office visits as necessary.
- Support SEARAC's Leadership Advocacy Training (LAT) as a small group facilitator, Leader, Empowerment, Advocacy Fellowship (LEAF), and biennial Moving Mountain Equity Summit as necessary.
- Develop appropriate trainings for CHARGE partners and their youth.

**Communications and program management:**

- Develop and disseminate appropriate policy briefs, factsheets, and webinars pertaining to AAPI educational issues and challenges.
- Amplify and shift the AAPI youth narratives via social media platforms, eblasts, press releases, etc.
- Monitor completion of grant-funded activities and outcomes related to racial and gender equity including administering and monitoring subgrants and assisting with program reporting.

**Other:**

- Attend regular internal meetings including all staff meeting/retreats, policy and field meetings, CA meetings, and necessary one-on-one check-ins.
- Support other duties as specified by the Director of California Policy and Programs or Executive Director.
- Work in collaboration with SEARAC California staff to conduct necessary advocacy trainings, convenings, and other duties.
- Work with SEARAC staff and board members as necessary to reach SEARAC's vision and mission.
- Ability to travel in and outside of California and work evenings and weekends as required.

**EDUCATION, EXPERIENCE, AND SKILLS REQUIRED –**

- B.A. or equivalent four-year degree required.
- Minimum 3 years of experience with nonprofit organizations, youth development, advocacy, or other relevant experience.
- Knowledge of education, racial equity and gender justice policy issues as they pertain to AAPI youth and young adults.
- Program planning, multi-project management, and effective implementation experience.
- Great verbal and written communication abilities.
- Group facilitation, training, and coordination.
- Ability to work both independently and as part of a team.
- Demonstrated passion for social justice and racial equity.



#### **EXPERIENCE/SKILLS PREFERRED –**

- Legislative advocacy and policy analysis, including familiarity with the California legislative process.
- Experience communicating with policy makers.
- Ability to communicate complex policy issues to local communities and community-based organizations.
- Experience with coalition building.
- Media and communications experience, including writing press releases or press advisories.
- Grant writing and reporting.

#### **COMPENSATION**

- \$45,000 plus a strong benefits package. Benefits include full health, vision, and dental coverage. Retirement matching eligibility upon completion of 6 months of employment. Annual professional development funds based on the organization's budget. Sabbatical leave for team members who have completed 5 years of service.

#### **APPLICATION PROCESS**

Please submit the following documents via email to [application@searac.org](mailto:application@searac.org) in *PDF or MS Word format* and include “[Your name] – CA Education Policy” in the email subject line –

- Letter of interest,
- Resume, and
- A brief writing sample (preferably policy-related, no more than 3 pages).

**Priority deadline: October 4, 2019.** Preferred start date: ASAP.