



SEARAC

JOB DESCRIPTION

California Policy Manager

ABOUT SEARAC

Founded in 1979, the Southeast Asia Resource Action Center (SEARAC) is a national civil rights organization that empowers 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.

SEARAC is a leading advocacy voice on issues that affect Southeast Asian American (SEAA) communities. Our organization helped lay the foundation for the country's first formal refugee resettlement system and pushed the U.S. to welcome refugees and protect their human rights and dignity after decades of war, persecution, genocide, and violence. Our advocacy continues to uplift the voices, resilience, and needs of our communities, and is grounded in deep community engagement with community partners and individual advocates.

ROLE OVERVIEW

SEARAC seeks a full-time California Policy Manager to lead our state-level advocacy activities through policy analysis and advocacy, coalition building, community engagement, and organizing. The position aims to build key policy champions, provide technical assistance to local partners, and support and produce key legislation to advance SEARAC's priorities in immigration, criminal justice, health, and education. The CA Policy Manager will also work with other racial justice organizations, partners, and campaigns, including those focused on health care and mental health access, boys and men of color, anti-deportation, and education equity.

The ideal candidate will have demonstrated experience working within the California Legislature and fostering engagement and relationships with diverse stakeholders, from local partners to policy makers. They are results-oriented, have strong project management skills, and thrive in a collaborative environment. The candidate will also be a quick learner with a basic understanding of health, immigration, and education policies and how they affect Southeast Asian American communities. The CA Policy Manager reports to the Director of California.

This position is based in Sacramento, CA.

RESPONSIBILITIES

Program Management:

- Manage relevant programs, coalitions, and convenings related to immigration, criminal justice, health, education, Census, and COVID-19 response.
- Support the Director of California with thought leadership on California strategy, including developing goals and tactics for advocacy, community engagement, leadership development, and organizational development.
- Support with tracking grant-funded activities, monitoring budgets, reporting requirements, and sub-grant administration to local partners.

Policy Analysis and Advocacy:

- Monitor, analyze, and provide recommendations around CA policies affecting SEAA communities.
- Conduct quantitative and qualitative data collection and analyses as needed, to understand relevant CA policies and practices, develop briefs and materials, and inform projects, campaigns, and partners.
- Educate state legislators, agencies, and stakeholders on the health, education, and immigration, and criminal justice needs and challenges of SEAA communities.
- Work with the Director of California to plan and implement advocacy campaigns in collaboration with SEARAC partners targeting local or state policy makers.
- Collaborate and lead, as needed, coalition initiatives that advance SEARAC's policy priorities. Coalitions include but are not limited to: CA Protecting Immigrant Families, Health4All, College4All, Mental Health Service Act Partner Forum, and One California.
- Represent SEARAC at policy roundtables, briefings, conferences, and events.
- Conduct in-district or state Capitol legislative office visits as necessary.
- Coordinate with the DC policy team to ensure state-national policy alignment.

Community Engagement:

- Foster ongoing and consistent relationships with CA partners and continue engagements to inform and support advocacy work through education, training, and technical assistance.
- Help coordinate annual partner convenings, regular coalition calls, and one-on-one engagements as necessary.
- Build new relationships with SEAA-serving and relevant organizations in CA.
- Provide community education on issues affecting SEAA communities at conferences, schools, and other community events.

Building Powerful Advocates:

- In partnership with the Director of California, provide appropriate advocacy training with partner organizations to build their advocacy capacity to engage in health, education, and immigration equity campaigns.
- Support SEARAC's core capacity building events, including the Leadership Advocacy Training (LAT); Leader, Empowerment, Advocacy Fellowship (LEAF); and biennial Moving Mountains Equity Summit as necessary.

Communications:

- Develop and disseminate appropriate materials, such as policy briefs, factsheets, webinars, action alerts, and press releases pertaining to SEAA issues and challenges.

Other:

- Support duties as specified by the Director of California or Executive Director.

EXPERIENCE AND SKILLS REQUIRED

- Minimum 4 years of experience with nonprofit organizations, issue campaigns, community engagement, advocacy, or other relevant experience.
- Legislative advocacy and policy analysis, including familiarity with the California legislature, legislative process, and timeline.
- Experience communicating complex policy issues to diverse stakeholders, including policy makers, local communities, and community-based organizations.
- Experience in building relationships, partnerships, and coalitions with proven ability to drive and support groups of people toward common goals.
- Program planning, management, and implementation experience.
- Strong verbal and written communication abilities.
- Excellent organizational skills with the ability to prioritize work appropriately and adapt easily to changing priorities.
- Ability to work both independently and as part of a team.
- Demonstrated passion for social justice and racial equity.

EXPERIENCE AND SKILLS PREFERRED

- Direct experience working in or with the California Legislature or a legislator.
- Direct experience working with SEAA communities.
- Knowledge of immigration, criminal justice, education, and/or health policy issues as they pertain to SEAs and the wider AAPI community.
- Media and communications experience, including writing press releases or advisories.
- Ability to travel in and outside of California and work evenings/weekends as required.
- Budgeting and project reporting.

EDUCATION

- B.A. or equivalent four-year degree required.
- Advanced degree in public policy, law, social sciences, ethnic studies, or other relevant fields preferred.
- An equivalent combination of education and experience may be accepted as a satisfactory substitute for the specific education and experience listed above.

COMPENSATION

Salary range \$50,000 - \$65,000 dependent upon experience. Strong benefits package including medical insurance, 403(b) retirement fund with match of up to 3% of an employee's annual salary, and 8-week sabbatical leave upon completion of 5 years of employment.

Application Deadline

Priority deadline: September 4, 2020

Preferred start date: October 1, 2020

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 "CA Policy Manager" in the subject line of emails.