



**SEARAC**

**JOB DESCRIPTION**

**Education Policy Manager**

**OVERALL ROLE**

The Southeast Asia Resource Action Center (SEARAC) seeks a full-time Education Policy Manager to lead our national education advocacy activities through policy analysis, advocacy, and coalition building. The position's key goals include building key policy champions on the national level, as a representative of SEARAC and through partner coalitions, to advance education equity for Southeast Asian Americans (SEAs) and other marginalized students. SEARAC's education work focuses on the unique needs and rights of SEA students, such as advancing data disaggregation and ethnic studies; ensuring safe, inclusive, and culturally responsive learning environments; increasing support for college access and completion; and other education policies that impact SEA communities.

The ideal candidate will have a proven ability to foster engagement among diverse, even competing groups, ranging from policy makers to local partners. They should be an exceptionally quick learner, thrive in a collaborative environment, and be able to work both independently and as part of a team. The ideal candidate will have experience in education policy, advocacy, or organizing. The candidate should also have experience analyzing legislation, generating policy solutions, and working productively in coalitions and partnerships. The individual reports to the Director of National Policy and is a critical member of SEARAC's national policy team.

This position is based in Washington, D.C. but remote work is temporarily possible due to COVID19 – please note that when it is safe to reopen, the Education Policy Manager will need to relocate if living in an area where easy access to Washington, D.C. is not available.

**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 Southeast Asian American 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 education policies that impact Asian Americans and Pacific Islander (AAPI) communities, especially Southeast Asian American (SEAA) communities.
- Work with Director of National Policy and Director of Field to consult on and help execute advocacy campaigns in collaboration with SEARAC's education partners to advance our policy priorities.
- Develop education policy resources such as fact sheets, policy briefs, webinars, and other policy materials and recommendations.
- Work with the Policy Team to analyze issues and create resources that intersect with other areas of SEARAC's policy work in health and immigration.
- In collaboration with the Director of National Policy, 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) and Leadership Conference for Civil and Human Rights.
- Represent SEARAC at policy roundtables, briefings, conferences, and community events.

### *Community Engagement and Mobilization*

- In collaboration with the Director of Field, support SEARAC's field activities, such as national campaigns to increase community engagement and mobilization to advocate for the needs of SEAA and AAPI students.
- In collaboration with the Campaign Manager, support partnerships with local community-based organizations across the country.
- Provide education, training, and technical assistance on education policy to SEARAC's partners and the general public.
- In collaboration with SEARAC's Policy Team and Field Team, provide training design, training materials, and evaluation for SEARAC's major programs such as the annual Leadership and Advocacy Training (LAT), as well as additional trainings and convenings related to SEARAC's education work.

### *Program Management, Communications, and Administration*

- Monitor completion of grant-funded activities and outcomes related to education.
- With support from the Campaign Manager, administer sub-grants to local partners.
- Assist with fundraising and program reporting.
- In coordination with the Director of Communications & Development, draft press releases, community announcements, action alerts, and social media posts on education.
- Work with other SEARAC staff and board members in support of SEARAC's overall mission.

### *Other*

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

### Experience/Skills Required

- Minimum 3 years of experience with nonprofit organizations, education policy, legislatures, or other relevant experience.
- 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.
- Knowledge of education and/or racial equity policy issues as they pertain to SEAs.
- Experience working productively within coalitions and partnerships.
- Program planning, management, and implementation experience.
- Superior verbal and written communication abilities.
- Ability to work both independently and as part of a team.
- Demonstrated passion for social justice.

### Experience/Skills Preferred

- Experience with group facilitation and training.
- Experience engaging with 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

Salary range \$60,000 - \$70,000 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, 8-week sabbatical leave upon completion of 5 years of employment, and 4 day / 32 hour work week.

### Application Deadline

Priority deadline: April 16, 2021

Preferred start date: June 7, 2021

### 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 format**. Please include *"Education Policy Manager"* in the subject line.

Please address all application materials to:  
Southeast Asia Resource Action Center (SEARAC)  
1628 16th Street, NW  
Washington, DC 20009  
E-mail: [application@searac.org](mailto:application@searac.org)