



**SEARAC**

## **JOB DESCRIPTION**

### ***California Program Manager***

#### **ABOUT SEARAC**

Founded in 1979, the Southeast Asia Resource Action Center (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.

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 partners and individual advocates.

#### **ROLE OVERVIEW**

SEARAC seeks a full-time California Program Manager to lead our state-level programming through event planning, campaigns, trainings, coalition management, partnership building, and support with community engagement and organizing. The position aims to foster strong partnerships, build the capacity of community leaders, and support advocacy activities and mobilization to advance SEARAC's priorities in immigration, criminal justice, health, and education.

The ideal candidate will have demonstrated experience managing multiple projects, building diverse relationships, and working in collaborative environments. They have excellent organizational and communication skills, good judgment, and strong attention to detail. The ideal candidate will also be a quick learner with a basic understanding of health, immigration, and education policies and how they affect Southeast Asian American (SEAA) communities.

The California Program Manager reports to the Director of California and is a member of the California team alongside the California Policy Manager. This position is remote, but the ideal candidate will be based in Sacramento, CA. Occasional travel within with in the state is expected when it is safe to reopen.

## RESPONSIBILITIES

### ***Program Management:***

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

### ***Community Engagement:***

- Foster continued relationships with California partners, including through coalitions and partnerships on immigrant and refugee rights, health and mental health, education, and racial justice and solidarity.
- Help coordinate annual partner convenings, regular coalition calls, and one-on-one engagements as necessary; help respond to community and partner requests.
- Work with the Director of California and California Policy Manager to plan and implement advocacy campaigns targeting local or state policy makers.
- Mobilize partners and plan and conduct outreach for campaigns and engagements to inform and support advocacy work.
- Build new relationships with SEAA-serving and relevant organizations in California.
- Provide community education on issues affecting SEAA communities at conferences, schools, and other community events.
- Manage and analyze data to inform community engagement and mobilization.

### ***Building Powerful Advocates:***

- Work with the Director of California and California Policy Manager to provide appropriate advocacy training with partner organizations to build their capacity to advocate and engage in health, education, and immigration equity campaigns.
- Support SEARAC's national capacity building events, including the Leadership Advocacy Training (LAT); Leader, Empowerment, Advocacy Fellowship (LEAF); and biennial Moving Mountains Equity Summit as necessary.
- Support SEARAC-led coalitions, the Southeast Asian American (SEAA) Collaborative and Coalition Helping to Achieve Racial and Gender Equity (CHARGE), including with coalition calls, convenings, trainings, technical assistance, special projects, research, and one-on-one engagements as necessary.
- Lead partner engagements, planning and execution of advocacy events, and administration and reporting for a multi-year mental health advocacy grant.

### ***Communications:***

- Develop and disseminate appropriate materials as it pertains to programs and campaigns, such event invites, factsheets, newsletter blurbs, and social media alerts and toolkits, etc.

### ***Other:***

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

## EXPERIENCE AND SKILLS REQUIRED

- Minimum 3 years of experience with nonprofit organizations, issue campaigns, events and trainings, community engagement, or other relevant experience.
- Experience in building relationships, partnerships, and coalitions with proven ability to drive and support groups of people toward common goals.
- Experiencing planning and executing multiple, simultaneous events and programs, as well as managing event and program budgets.
- Strong communication skills (written and interpersonal).
- Excellent organizational skills with the ability to prioritize work appropriately and adapt easily to changing priorities.
- Demonstrated passion for social justice and racial equity.

## EXPERIENCE AND SKILLS PREFERRED

- 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.
- Group facilitation and training.
- Curriculum development with a focus on participatory approaches.
- Research skills such as in needs assessments and program evaluations.
- Basic understand of the CA Legislature and state policymaking process.

## 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, 10-week sabbatical leave upon completion of 5 years of employment, and 4 day / 32 hour work week.

### **Application Deadline**

Priority deadline: July 11, 2021

Preferred start date: August 23, 2021

### **Application Process**

Those interested in this position may apply by submitting a letter of interest, resume, and brief writing sample (no more than 3 pages). Electronic application packages are encouraged and should be sent in **PDF format**. Please include "CA Program 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)