



**SEARAC**

**JOB ANNOUNCEMENT**

***Immigration Policy Manager***

**OVERALL ROLE**

The Southeast Asia Resource Action Center (SEARAC) seeks a full-time Immigration Policy Manager to lead our national immigration advocacy activities through policy analysis, advocacy, community engagement, 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 immigration justice for Southeast Asian Americans (SEAs) and other immigrant and refugee communities. SEARAC's immigration work focuses on the unique needs and rights of SEAs and other 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. 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 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 Immigration 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 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 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), Southeast Asian Deportation Defense Network (SEADDN), and Immigrant Justice Network (IJN).
- Represent SEARAC at policy roundtables, briefings, conferences, and community events.

### *Community Engagement and Mobilization*

- In partnership with the Director of Field, support SEARAC's field activities, such as national campaigns to increase community engagement and mobilization to advocate for immigration policies that support SEAA and AAPI communities.
- In collaboration with the Campaign Manager, support 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 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 immigration work.

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

- Monitor completion of grant-funded activities and outcomes related to immigration.
- With support from the Campaign Manager, 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.
- 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 immigration, criminal justice, and/or racial equity policy issues as they pertain to AAPIs, especially SEAAAs.
- Experience working productively within coalitions.
- 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: June 27, 2021

Preferred start date: August 23, 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 *"Immigration 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)