JOB ANNOUNCEMENT

Policy Associate

OVERALL ROLE

The Southeast Asia Resource Action Center (SEARAC) seeks a full-time Policy Associate to support our national policy activities through policy analysis, advocacy, community engagement, research, and administrative support. The position’s key goals include monitoring national health policy, research support for SEARAC’s immigration and education work, and administrative support for SEARAC’s national policy team. SEARAC’s policy work focuses on the unique needs and rights of Southeast Asian Americans (SEAAs) in education, health, and immigration.

The ideal candidate should be a quick learner, organized, thrive in a collaborative environment, and be able to work both independently and as a team. They should have strong written and verbal communications skills. The ideal candidate should have experience working with SEAA communities, a deep understanding of those communities, familiarity with other communities of color, and basic knowledge of the political and policymaking process. The individual reports to the Director of National Policy and is a critical, support member of SEARAC’s national policy team.

This position is an entry level job and is based in Washington, D.C.

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

Administrative Policy Support
- Administer all policy related subgrants with local partners.
- Assist with multi-issue advocacy and lobbying tracking, legislative endorsements, and other data entry as requested.
- Schedule congressional and administration meetings for SEARAC’s policy team.
- Coordinate logistics and technical support for policy webinars, issue convenings, press conferences, congressional briefings, and other related programming.

Coalition Engagement and Support
- In partnership with the Director of National Policy, represent SEARAC at select national health policy coalitions and conferences.

Health Policy Analysis and Advocacy
- Conduct limited policy analysis around healthcare and mental health policies that impact Asian Americans and Pacific Islander (AAPI) communities, especially SEAA communities.
- Work with the Director of National Policy and Director of Field and Outreach to plan and support health advocacy campaigns.
- At the discretion of the Director of National Policy, develop health policy resources, such as fact sheets, policy briefs, webinars, and other policy materials and recommendations.
- In collaboration with the Director of National Policy, request and lead meetings with Congressional, administrative, and other decision-making offices to advance advocacy efforts.

Program Management
- In collaboration with SEARAC’s Policy Team, provide training for SEARAC’s programs such as the annual Leadership and Advocacy Training (LAT), as well as trainings and convenings related to SEARAC’s health work.
- In collaboration with the Director of National Policy, provide education, training, and technical assistance on health policy to SEARAC’s partners and immigration network.

Other
- Support other duties as specified by the Director of National Policy or Executive Director.
Experience/Skills Required
- Minimum 6 months of experience interning with or working with nonprofit organizations, issue campaigns, or other relevant entities.
- Knowledge of SEAAs history and systemic barriers facing these communities.
- Experience working productively within coalitions.
- Program planning and coordination experience.
- Strong verbal and written communication abilities.
- Ability to work both independently and as part of a team.
- Demonstrated passion for social justice.

Experience/Skills Preferred
- Familiarity and knowledge of Cambodian, Hmong, Laotian, or Iu Mien communities, cultural practices, and history.
- Some legislative advocacy experience and political 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.
- Ability to travel and work weekends as required.

Education
B.A. or equivalent four-year degree in public policy, 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.

Salary Range
$45,000 – $55,000, dependent upon experience. Strong benefits package including 100% employer covered 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: August 29, 2021
Preferred start date: October 25, 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 to application@searac.org. Please include “Policy Associate” in the subject line of emails.