



SEARAC

JOB DESCRIPTION
California Policy 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 Policy Manager to lead our state-level advocacy activities through policy analysis and advocacy, coalition building, and support with stakeholder engagement. 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 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 communication skills, and thrive in a collaborative environment. 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 Policy Manager reports to the Director of California and is a member of the California team alongside the California Program Manager.

This ideal candidate will be based in Sacramento, CA but exceptional candidates will be considered for other locations within California. Occasional travel within the state is expected when it is safe to reopen.

RESPONSIBILITIES

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 and California Program Manager to plan and implement advocacy campaigns in collaboration with partners targeting local or state policy makers.
- Collaborate and lead, as needed, coalition initiatives that advance SEARAC's policy priorities, particularly on health and mental health issues.
- 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 as needed to coordinate state and national advocacy.

Program Management:

- Support the Director of California with thought leadership on California strategy as it pertains to policy analysis, advocacy, and organizational development.
- Support the California Program Manager with tracking grant-funded activities, monitoring budgets, reporting requirements, and sub-grant administration to local partners as needed.

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.
- Support California Program Manager in the coordination of annual partner convenings, regular coalition calls, and one-on-one engagements as necessary; help respond to community and partner requests related to policy.
- Support coordination and advocacy activities for two SEARAC-led coalitions: (1) Coalition Helping to Achieve Racial and Gender Equity (CHARGE) and (2) Southeast Asian American (SEAA) Collaborative.
- Build new relationships with SEAA-serving and relevant policy organizations in CA.

Building Powerful Advocates:

- Work with the Director of California and California Program 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 core capacity building events, including the Leadership Advocacy Training (LAT); Leader, Empowerment, Advocacy Fellowship (LEAF); and biennial Moving Mountains Equity Summit as necessary.
- Support partner engagements and planning and execution of advocacy events, such as curriculum development for policy trainings.

Communications:

- Develop and disseminate appropriate materials as it relates to policy and advocacy, 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 3 years of experience with nonprofit organizations, policy analysis, monitoring and 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.
- Strong verbal and written communication skills.
- Excellent organizational skills with the ability to prioritize work appropriately, take initiative, and adapt easily to changing priorities.
- 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.
- Group facilitation and training.

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 \$65,000 - \$75,000 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: March 28, 2022

Preferred start date: May 23, 2022

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 "CA Policy Manager" in the subject line.

Application Timeline Estimate

- Round 1 interviews: April 4 – 7
- Round 2 interviews + exercise presentation: April 18- 21

- Reference checks: April 26 – 28
- Offer: early May