



**SEARAC**

## **JOB DESCRIPTION**

### ***California Policy Manager***

#### **ROLE OVERVIEW**

SEARAC seeks a full-time California Policy Manager to lead our state-level advocacy activities through policy advocacy, coalition building, and stakeholder engagement. The position aims to build policy champions, provide technical assistance to community partners, and support and produce legislation to advance SEARAC's priorities in health, mental health, education, and immigration.

The ideal candidate will have demonstrated experience working within the California Legislature and fostering engagement and relationships with diverse stakeholders, from community-based organizations 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 two California Program Managers.

This ideal candidate will be based in or nearby 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.

#### **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.

#### **WORK CULTURE**

SEARAC centers the wellness and growth of our staff and strives to be a trailblazer in modeling health

and economic justice inside and out. We aim to create a culture of community care by reimagining work/life balance and cultivating sustainability to transform the nonprofit workspace.

SEARAC offers:

- 4 day / 32 hour work week
- Flexible hours and remote work option
- Additional paid time off, including SEAA holidays, summer recess, and 2-week winter break
- Mental health and wellness days to care for yourself and/or loved ones
- Active growth and professional development opportunities within the organization
- Inclusive team environment where staff input is highly valued and encouraged

Read blog posts from SEARAC staff in our [Workplace Wellness Series](#).

## RESPONSIBILITIES

### ***Policy Advocacy:***

- Monitor, analyze, and provide recommendations around CA policies affecting SEAA communities.
- Develop and implement advocacy strategies and campaigns in collaboration with partners targeting local or state decision makers.
- Educate state legislators, agencies, and stakeholders on the health, mental health, education, and immigration issues affecting SEAA communities.
- Build relationships with legislative offices and state agencies and departments.
- Support community needs assessments, listening sessions, and research to inform policy advocacy, campaigns, and projects.
- Represent SEARAC in advocacy coalitions focused on health, mental health, education, and immigration policies.
- Represent SEARAC at policy roundtables, briefings, conferences, and events.

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

- Foster and maintain relationships with CA partners to inform and support advocacy work through education, training, and technical assistance.
- 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 relationships with SEAA-serving and advocacy organizations in CA.

### ***Community Building:***

- Provide training and support partner organizations to build advocacy capacity and engage in policy campaigns.
- Support SEARAC's core capacity building programs, such as the Leadership Advocacy Training (LAT), as needed.

### ***Program Support:***

- Provide input and thought partnership on CA strategy related to policy advocacy.
- Support California Program Managers with project activities, monitoring budgets, reporting requirements, and sub-grant administration to local partners as needed.

### ***Communications:***

- Develop and disseminate appropriate materials as it relates to policy advocacy, such as policy briefs, factsheets, webinars, action alerts, and press releases.

## EXPERIENCE AND SKILLS REQUIRED

- Minimum 3 years of experience with nonprofit organizations, policy advocacy and analysis, or other relevant experience.
- Legislative advocacy experience, including familiarity with the California Legislature, legislative process, and landscape.
- Experience communicating with diverse stakeholders, including policy makers, state agencies, and partner 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 the California Legislature or a legislator's office.
- Direct experience working with SEAA communities.
- Knowledge of health, mental health, education, and immigration issues as they pertain to SEAs and the wider AANHPI 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 & BENEFITS

Salary range \$78,000 - \$88,000 dependent upon experience.

Strong benefits package including:

- 100% employer-covered medical, dental, and vision insurance for staff and their families
- 100% employer-covered life and disability insurance
- 401(k) retirement fund with match of up to 4% of an employee's annual salary
- 10-week paid sabbatical leave upon completion of 5 years of employment
- Generous professional development and wellness funds

### **Application Deadline**

Priority deadline: October 2, 2022

Preferred start date: November 28, 2022

### ***Estimated Application Timeline***

First Round Interviews: October 5-12

Exercise Submission: October 23

Second Round Interviews: October 24-28

Reference checks & Offer: October 31- November 3

### **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](mailto:application@searac.org). Please include "CA Policy Manager" in the subject line.

*SEARAC is an equal opportunity employer and prohibits unlawful discrimination in any aspect of employment, including based on unlawful considerations of an individual's race, creed, marital status, color, religion, sex, national origin, age, disability, sexual orientation, family responsibilities, or political affiliation.*