



## **JOB ANNOUNCEMENT**

### **Immigration Policy Manager**

#### **ABOUT SEARAC**

Founded in 1979, the Southeast Asia Resource Action Center (SEARAC) is a national civil rights organization whose mission is to build power with diverse communities from Cambodia, Laos, and Vietnam. 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.

#### **OUR VALUES & WORK CULTURE**

SEARAC envisions a socially, politically, and economically just society for all communities to enjoy for all generations, and we believe in the power of self-determination to build this world. Because of this, we strive to be a trailblazer in modeling health and economic justice inside and out. We do this by creating a culture of community care by reimagining work/life balance, cultivating sustainability, holistic wellness, and embracing a growth mindset to transform the nonprofit workspace.

Supporting SEARAC staff - both professionally and personally- is a top priority. To do this, we invest in the wellbeing of our people by offering:

- Above market rate compensation
- 4 day / 32 hour work week
- Flexible hours and remote/hybrid work options
- Additional paid time off, including SEAA holidays and 2-week winter break
- Mental health and wellness days and funds 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](#).

#### **OVERALL ROLE**

SEARAC seeks a full-time Immigration Policy Manager to elevate our immigration work by achieving policy wins. A successful candidate will be able to lead our national immigration



advocacy by conducting policy analysis and working in community with our partners and coalitions to expand our influence. The position's key goals include building policy champions on the national level, advancing SEARAC's legislative and administrative immigration priorities, and providing policy technical assistance for local and state partners. SEARAC's immigration work focuses on the unique needs and rights of Southeast Asian Americans (SEAA) and other Lawful Permanent Residents 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 familiarity with the SEAA community. The individual reports to the Director of National Policy and is a critical member of SEARAC's policy team.

Due to the nature of this position, the Immigration Policy Manager must be based in Washington, D.C. However, a hybrid schedule can be arranged upon hire as this position is not expected to come into our DC-office every day.

## **RESPONSIBILITIES**

### *Policy Analysis and Advocacy*

- Conduct policy analysis and provide recommendations around immigration and immigration-adjacent policies that impact Asian Americans and Pacific Islander (AAPI) communities, particularly Southeast Asian American (SEAA) communities.
- Work with the Director of National Policy to refine SEARAC's immigration policy platform during each Congress and new administration.
- Work with the Director of National Policy 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, education, health, and aging.



- Request, lead, and plan other engagement strategies meetings with Congressional, administrative, and other decision-making offices to advance advocacy efforts.
- Build and maintain relationships with key strategic partners.
- Collaborate and lead, as needed, coalition initiatives that advance SEARAC's policy priorities. Coalitions include but are not limited to the National Council of Asian Pacific Americans (NCAPA), Immigrant Justice Network (IJN), Detention Watch Network (DWN), the Leadership Conference on Civil and Human Rights (LCCHR).
- Represent SEARAC at policy roundtables, briefings, conferences, and community events.

#### *Community Engagement and Mobilization*

- In partnership with the Director of Field, lead in coordinating national campaigns to increase community engagement and mobilization to advocate for immigration policies that support SEAA and AAPI communities.
- In collaboration with the Director of Field, manage 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 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 immigration work.

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

- Monitor completion of grant-funded activities and outcomes related to immigration.
- Administer subgrants with local partners.
- Assist with fundraising and reporting for programs as needed.
- In coordination with the communications team, draft press releases, community announcements, action alerts, and social media posts on immigration, deportation, mass incarceration, and racial healing policy areas.

#### *Supervision*

- Manage volunteers and interns as needed.

#### *Other*

- Support other duties as specified by the Director of National Policy, National Deputy Director, or Executive Director.



- Work with other SEARAC staff and board members in support of SEARAC's overall mission.

#### EXPERIENCE / SKILLS REQUIRED

- Minimum 3 years of experience with nonprofit organizations, congressional or administrative offices, 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.
- Experience leading coalitions. Community engagement and mobilization through community-based organizations a plus.
- Program planning, management, and implementation experience.
- Superior verbal and written communication abilities.
- Ability to travel and work weekends as required.

#### EXPERIENCE / SKILLS PREFERRED

- Knowledge of immigration, criminal justice, and/or racial equity policy issues as they pertain to AAPIs, especially SEAs.
- Media and communications experience, including writing press releases or press advisories.
- Budgeting and project reporting.

#### EDUCATION

Bachelor's or equivalent four-year degree required in public policy / administration, social sciences, ethnic studies, or other relevant fields. 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. This salary is based off of a recently concluded 2022 industry benchmarking study done by an independent consultant, which puts the range in the upper 75th percentile of the market.

Strong benefits package including:

- 100% employee-covered medical, dental, and vision insurance for staff and their dependents.
- 100% employer-covered life and disability insurance.
- 401 (k) retirement fund with match of up to 6% of an employee's annual salary.
- 10-week sabbatical leave upon completion of 5 years of employment.



### **COVID-19 NOTE**

To center the safety and well-being of our employees, SEARAC requires all staff to be fully vaccinated against COVID-19. Full vaccination is defined as two doses - either the two-dose series of Pfizer or Moderna or the J&J plus a booster. Proof of vaccination will be required upon acceptance of a job offer. Job applicants with health or disability-related objections may submit relevant documentation for SEARAC to assess accommodation requests. This information will be kept confidential.

### **APPLICATION DEADLINE**

Priority deadline: April 23, 2023

Preferred start date: June 12, 2023

### **APPLICATION TIMELINE**

First Round Interviews: May 1 - 5, 2023

Exercise Submission: May 14, 2023

Second Round Interviews: May 15-18, 2023

Reference checks & Offer: May 22-30, 2023

### **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 should be sent in PDF format to [application@searac.org](mailto:application@searac.org). Please include "Immigration Policy Manager" in the subject line of emails.

*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.*