JOB POSTING

POSITION: Regional Policy Advocate
SALARY RANGE: $60,000
BENEFITS: CHIRLA offers an excellent benefit package, which includes generous time off, health, dental, vision and 401K plan.
FLSA Classification: Exempt/Salaried, full-time, regular
REPORTS TO: Policy and Advocacy Manager
DEPARTMENT: Policy and Advocacy
START: Immediately
LOCATION: Main Office

The Coalition for Humane Immigrant Rights (CHIRLA) is a nonprofit organization founded in 1986. CHIRLA is a California-based leader with national impact made of diverse immigrant families and individuals who act as agents of social change to achieve a world with freedom of mobility, full human rights, and true participatory democracy. CHIRLA organizes and serves individuals, institutions and coalitions to build power, transform public opinions, and change policies to achieve full human, civil and labor rights. Guided by power, love and vision of our community, CHIRLA embraces and drives progressive social change.

POSITION:

The Coalition for Humane Immigrant Rights (CHIRLA) is looking for a Regional Policy Advocate who will work in the organization’s Policy and Advocacy Department in protecting the rights of immigrants and refugees. The Policy Advocate will work towards promoting regional policies that advance immigrant integration and protect immigrant’s basic human and civil rights. They will largely focus on working with agencies, Mayor(s), City Council and Board of Supervisors, predominantly in the City and County of Los Angeles and Southern California regions. The Policy Advocate will work as a liaison to lawmakers, their staff, and partner organizations, as well as provide briefings as needed on the status of immigrants and their families. The Policy Advocate will work closely with CHIRLA’s Organizing Department to engage our staff and membership base in the development and advancement of CHIRLA’s policy advocacy agenda.

DUTIES AND RESPONSIBILITIES:

EXTERNAL PROGRAM PRIORITIES
Initiate and implement creative and responsive local policy and advocacy strategies

- Develop and maintain positive working relationship with local and regional officials, including regular meet-and-greet activities that serve as a foundation for a more active local policy work;
- Develop relationships and work with local enforcement agencies such as the Los Angeles Police Department (LAPD), Los Angeles County Sheriff’s Department, and other local law enforcement authorities
- Assist in creating and implementing pro-immigrant policies, which encompasses legislation and budgetary investments, in the City/County of Los Angeles, including other cities and municipalities
Serve as primary day-to-day local policy representative by monitoring local legislation, attend City Council meetings and committee hearings
Develop and maintain alliances with immigrant networks and to local government agencies working on immigrant issues
Conduct legislative research and analysis on issues pertaining to immigrants’ current socioeconomic status and develop policy briefs and factsheets as needed

Assist in Implementing CHIRLA’s Policy Agenda

- Assist policy staff in conducting legislative research, developing policy fact sheets, tracking local and regional legislation, and attending hearings and briefings
- Coordinate CHIRLA’s policy agenda at the local level as it relates to immigrant integration, immigration enforcement policies, rules and or regulations that threaten the rights of immigrants in the context of the local enforcement of immigration laws
- Represent CHIRLA in coalitions as part of CHIRLA’s Policy Department

INTERNAL PROGRAM PRIORITIES

- Develop monthly content for CHIRLA’s Al Día policy newsletter;
- Provide regular updates on policy work by writing quarterly program progress reports and analysis
- Create quarterly work plan and confer with the Policy and Advocacy Manager/Policy Director as necessary
- Contribute to other program projects as needed
- Work cross-functionally with internal departments and external coalitions to accomplish collective campaign goals
- Provides strategic guidance to advance and implement CHIRLA goals and objectives
- Responsible for securing regular meet-and-greet and provide policy analysis to lawmakers and their staff
- Represent CHIRLA’s position at committee hearings, press conferences, and/or legislative meetings
- Develops and maintains alliances with immigrant networks and to advance CHIRLA’s policy agenda
- As appropriate, develop and implement advocacy strategies (to include legislative visits, letters, and call-in campaigns, media relations, hearings, actions, etc.)
- As appropriate, provide updates, talking points, action alerts, sample letters, etc. as part of advocacy strategies
- Support staff by providing research and analysis on issues pertaining to immigrant communities
- Research, analyze and write policy reports and briefing documents on diverse immigrant and immigration issues
- Provide regular updates on policy work through progress reports and analysis
- Create a work plan and confer with the Supervisor/Policy Director as necessary
- Meet fundraising and membership goals for CHIRLA’s membership drive and annual Gala
- Contribute to other program projects as needed
SKILLS AND QUALIFICATIONS

- Undergraduate degree
- Minimum two to three years of legislative process experience at city and/or county level
- Excellent and broad knowledge of immigration and migration
- Excellent research and policy development skills
- Excellent written and oral communication skills
- Must have the ability to plan, organize and with limited supervision, implement CHIRLA’s policy plan
- Must have initiative and the ability to exercise good judgment, and a deep understanding of immigration issues
- Strong commitment and passion to building immigrant power within a broader strategy toward achieving social, economic and racial justice
- Strong knowledge of and experience with national, state and policy and advocacy players engaged in immigrant rights and related issues
- Experience in managing staff and developing the skills and leadership of staff
- Broad strategic vision that encompasses public policy
- Bilingual English/Spanish a must, with excellent oral communication, public speaking, and writing skills
- Ability to have positive working relationship with CHIRLA staff, members and allies
- Comfortable and experienced in fast-paced environment and handling multiple deadlines
- Proven experience in a non-profit organization or policy firm
- Demonstrated commitment to mission and goals of CHIRLA
- Commitment to working in a diverse professional environment
- Extremely well organized and proficient with computer systems
- Must be flexible and willing to work early morning, evening and weekend hours

To apply, send resume and cover letter to: jobs@chirla.org

Subject Line should read: Regional Policy Advocate