



## **JOB POSTING**

**JOB TITLE:** Director of Policy and Advocacy

**SALARY RANGE:** Commensurate based on experience

**FLSA Classification:** Exempt/Salaried, full-time, regular

**BENEFITS:** CHIRLA offers an excellent benefit package, which includes generous time off, health, dental, vision and 401K plan.

**REPORTS TO:** Executive Director

**START:** Open until filled

**LOCATION:** Los Angeles with travel required to Sacramento and Washington D.C. sites

The Coalition for Humane Immigrant Rights (CHIRLA) is a nonprofit organization founded in 1986. CHIRLA is a California 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 DESCRIPTION:**

CHIRLA is looking for a dynamic Director of Policy and Advocacy to lead and develop the organization's immigration policy and advocacy agenda. This position will work at the federal, state and local levels to seek systemic changes in current immigration law as well as advance policies and investments that will fully uphold the human, civil and labor rights of immigrants.

## **DUTIES AND RESPONSIBILITIES:**

- Serve as a member of the senior leadership team, provide direction on strategy for the organization, and advise on short, medium and long-term goals
- Oversee the policy and advocacy department including fundraising, strategic planning, and evaluation
- Supervise a team of policy and advocacy professionals and consultants, and provides oversight of advocacy operations in CHIRLA's Sacramento and D.C. branch offices
- In partnership with Executive Director, senior leadership team, and CHIRLA's grassroots members develop federal, state, and regional legislative priorities
- Serve as a policy expert on a diverse range of policy issues impacting immigrant communities
- Develop, monitor and analyze policy on relevant issue areas and make recommendations on federal, state and city laws or regulations
- Draft policy proposals and advocacy materials, including fact sheets, talking points, action alerts, sign-on letters, hearing statements, and other resources
- Lead the creation and execution of strategies to proactively engage and educate lawmakers and agencies
- Work with CHIRLA's organizational and individual members to further CHIRLA's advocacy goals and be lead staff on CHIRLA's coalition partnerships at a local, state and federal level
- Assist with e-advocacy coordination with social media team
- Prepare updates, talking points, action alerts and sample letters, as part of advocacy strategies





- Research and writes policy briefs on immigration, labor, health, safety net and consumer protection issues affecting the immigrant community
- Track trends and problems encountered by immigrant populations and connect these with the larger concerns that impact other marginalized and low-income communities
- Work with communications department on press events, statements related to CHIRLA's policy and advocacy work and serve as a spokesperson for the organization
- Testify and coordinate organizational and community testimony before legislative bodies
- Coordinate with other departments on advocacy forums, rallies and public actions
- Develop and lead state and federal legislative campaigns that include lawmaker visits and community delegations to city, county, state, and federal offices
- Develop and implement advocacy trainings and other capacity building activities
- Respond to requests for technical assistance, information, materials and public speaking
- Play an active role in fundraising, proposal development and program reporting
- Ensure compliance with federal, state, and local reporting requirements, including time-keeping and lobbying registration
- Develop and manage the policy and advocacy budget in coordination with CHIRLA's Executive Director and Managing Director
- Contribute to other organizational projects as necessary
- Other duties as assigned

#### **SKILLS AND QUALIFICATIONS:**

- A commitment to social, racial, and economic justice, as well as defending the rights of immigrants and building immigrant power
- Undergraduate degree required, and graduate or law degree strongly preferred
- Minimum 5-10 years of legislative advocacy experience at the federal, state and local level
- Excellent knowledge of immigration policy and law
- Excellent research and policy development skills
- Excellent written and oral communication skills
- Ability to plan, organize and successfully implement CHIRLA's policy advocacy goals
- Experience in the supervision, management, and mentoring of staff
- Bilingual English/Spanish a must, with excellent oral communication, public speaking, and writing skills. Fluency in other languages highly welcome
- Ability to have positive working relationship with CHIRLA staff, members and allies
- Ability to work in a fast-paced environment and handling multiple deadlines
- Demonstrated commitment to mission and goals of CHIRLA
- Commitment to working in a diverse professional environment
- In coordination with Executive and Development Director, advance CHIRLA's fundraising activities and goals
- Willingness to travel within and outside of California

Please send resume and cover letter to [jobs@chirla.org](mailto:jobs@chirla.org) with subject line:  
**Director of Policy and Advocacy**

