JOB POSTING

JOB TITLE: State Policy Advocate

SALARY RANGE: $62,400 to $65,000

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

FLSA Classification: Non-Exempt/Hourly, full-time, regular

REPORTS TO: Deputy Director of State Policy and Advocacy

START: Immediately

LOCATION: Sacramento, CA Branch Office

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:

The Coalition for Humane Immigrant Rights (CHIRLA) is looking for a State Policy Advocate who is charged with managing the day-to-day state policy agenda in collaboration with the Deputy Director of State Policy and Advocacy. The Advocate will collaborate and assist in leading future plans and projects to expand and support the work being done across the state. The State Policy Advocate will also work towards promoting policies and state investments that advance immigrant integration and protect immigrant’s basic human and civil rights. This position will serve as a liaison to Members of State Legislature, State Agencies, and the Administration and will be responsible for briefing elected officials and their staff on the status of immigrants and their families. The ideal candidate will work successfully with CHIRLA’s California-based staff to engage our membership base in the development and advancement of CHIRLA’s policy advocacy agenda.

DUTIES AND RESPONSIBILITIES:

- Work with the Deputy Director of State Policy and Advocacy to lead CHIRLA’s state policy agenda
- Advances and implements CHIRLA goals and objectives as they are determined by the organization;
- Assists in developing of legislative/regulatory/budget proposals to advance CHIRLA’s agenda
- Manages, under the supervision of the Deputy Director of State Policy and Advocacy, CHIRLA’s support/oppose/neutral positions to legislative/regulatory/budget proposals
- Cultivates and maintains positive working relationships with Members of State Legislature, Constitutional Offices, Agencies and Governor’s office
- Responsible for securing regular meet-and-greets 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
Serves as a media spokesperson in Sacramento
As appropriate, work with supervisor to develop and implement advocacy strategies and events (to include legislative visits, advocacy days, letters, and call-in campaigns, media relations, hearings, actions, etc.)
Develop 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
Produces state legislative research, developing policy fact sheets, and talking points
Monitors, manages and analyzes and summarizes propose and/or new laws and regulations negatively/positively impacting immigrants
Monitors and analyzes state trends and issues related to immigration and ensure a proactive focus on pro-immigrant policies
Monitors, analyzes and summarizes propose and/or new laws and regulations negatively/positively impacting immigrants
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 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 years of legislative experience in the State Capitol preferred
- Broad knowledge of and strong interest in immigration and migration
- Excellent research and policy development skills
- Excellent written and oral communication skills
- 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
- Must have strong 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.
- Broad strategic vision that encompasses public policy
- Bilingual English/Spanish strongly preferred, with excellent oral communication, public speaking, and writing skills.
- Ability to have a 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
- Strong commitment to CHIRLA’s mission of empowering low-income community groups
- Support CHIRLA’s fundraising goals including annual fundraising drive and GALA activities

To apply, send resume and cover letter to: jobs@chirla.org
Subject Line should read: State Policy Advocate