



## JOB POSTING

**JOB TITLE:** Southern Region Policy Manager

**SALARY RANGE:** \$80,000-\$88,900, based on experience

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

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

**COVID-19 Requirements:** CHIRLA requires all new employees to be fully vaccinated against COVID-19 or submit weekly negative test results

**REPORTS TO:** Director of Programs and Subcontract Administration

**START:** Immediately

**LOCATION:** San Diego region (Hybrid position)

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 SUMMARY:

The Coalition for Humane Immigrant Rights (CHIRLA) is looking for a Southern Region Policy Manager that will oversee the California Southern Border region work and will work in the organization's Policy and Advocacy Department to protect the rights of immigrants and refugees that live and transit along the United States border region. The ideal candidate will have a demonstrated commitment to defending and advancing the rights of immigrants living in border communities. The Southern Region Policy Manager will develop campaign plans and implement advocacy strategies in partnership with CHIRLA's federal policy team to advance policies and opportunities for migrant protections along the US southern border.

The Southern Region Policy Manager will work towards promoting border region policies across the State of California that advance immigrant integration and protect immigrant's basic human and civil rights. Develop and cultivate relationships with stakeholders such as community groups, advocates, legal and social service organizations, and public officials to increase CHIRLA's visibility and partnerships on immigrant and border rights advocacy. They will largely focus on working with immigration agencies, Mayor(s), City Council and Board of Supervisors along the California southern border region including but not limited to San Diego, Tijuana and Imperial Counties.

In addition to being a subject-matter expert and serving as a resource and point person internally and externally on border policy issues, the Southern Region Policy Manager will work closely with CHIRLA's migrant services staff to assist in communication with Customs and Border Protection (CBP) and other federal government agencies. The Southern Region Policy Manager will manage the policy advocate leading southern California advocacy work.





## **PRIMARY DUTIES AND RESPONSIBILITIES:**

### **EXTERNAL PROGRAM PRIORITIES**

#### **Initiate & implement creative and responsive border region policy & advocacy strategies**

- Develop and maintain positive working relationship with local and border region officials, including regular meet-and-greet activities that serve as a foundation for a more active local policy work
- Represent CHIRLA's position at hearings, press conferences, and/or legislative meetings that uplift border policy work
- Assist in creating and implementing pro-immigrant policies, which encompasses legislation and budgetary investments, along the southern California Border region
- Serve as primary day-to-day policy representative by monitoring border related legislation, attend related hearings and committee meetings
- Develop and maintain alliances with immigrant networks and local government agencies working on immigrant issues along the border region
- Develop and maintains alliances with immigrant networks to advance CHIRLA's policy agenda
- Develop relationships and work with local law enforcement agencies such as Police Departments, the County Sheriff's Department, and other local law enforcement authorities
- As appropriate, develop and implement advocacy strategies (to include legislative visits, letters, and call-in campaigns, media relations, hearings, actions, etc.)
- Conduct legislative research and analysis in target regions on issues pertaining to immigrants' rights, current socioeconomic status, border policies
- Develop policy briefs and factsheets as needed
- Assist policy staff in conducting legislative research, developing policy fact sheets, tracking local and border region legislation, and attending hearings and briefings
- Coordinate CHIRLA's policy agenda for the border region as it relates to immigrant integration, migration, immigration enforcement policies, rules and or regulations that threaten the rights of immigrants in the context of the 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 weekly reports and as needed analysis
- Create a work plan and confer with 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
- Work with policy advocate to develop work plan and confer with Policy Director as necessary
- Manage policy advocate to deliver internal and external duties as outline on policy advocate's job description
- Evaluate policy advocate performance on a biannual basis
- 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





- Provide policy updates and engagement opportunities to staff via email, monthly staff meetings, and events
- 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
- Meet fundraising and membership goals for CHIRLA's membership drive and annual Gala

### SKILLS AND QUALIFICATIONS

- Undergraduate degree, (Law background preferred but not required)
- Demonstrated commitment to mission and goals of CHIRLA
- Proven experience in a non-profit organization or policy firm
- Solid existing networks in immigration policy and/or border communities strongly preferred
- 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
- Extremely well organized and proficient with computer systems
- Ability to travel internationally
- Ability to plan, organize and with limited supervision, implement CHIRLA's policy plan
- Initiative and 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, intersectional gender and racial justice
- Strong knowledge of and experience with national, state policy and advocacy players engaged in immigrant rights and related issues
- Broad strategic vision that encompasses public policy
- Bilingual English/Spanish, 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
- Commitment to working in a diverse professional environment
- Must be flexible and willing to work early morning, evening and weekend hours
- Experience working in coalition, including developing shared plans, coordinating communications, and managing dynamics among partner groups
- Experience living and working in border communities is preferred
- Demonstrated commitment to centering the voices and leadership of directly impacted people
- Demonstrated ability to produce written work products related to border and immigrants' rights
- Ability to analyze and articulate complex issues and communicate them to a variety of audiences
- 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](mailto:jobs@chirla.org)  
Subject Line should read: **Southern Region Policy Manager**

