



ASIAN PACIFIC POLICY & PLANNING COUNCIL

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## POLICY DIRECTOR

### JOB DESCRIPTION

A3PCON seeks an experienced **Policy Director** to lead policy and advocacy efforts for A3PCON's core issue areas and support its members and committees. The Policy Director reports to the Executive Director.

A strong Policy Director has excellent communication and organizational skills and passion for and knowledge of the AAPI community that A3PCON serves. The ideal candidate will be well-versed in policy and advocacy on behalf of a nonprofit and will be able to actively discover new ways to enhance the impact of A3PCON's work.

The Policy Director will lead research initiatives and work closely with the Executive Director, Board, and Committees to develop A3PCON's capacity and expertise at the intersection of policy and practice.

The Asian Pacific Policy and Planning Council (A3PCON), a coalition of over 40 community-based organizations, advocates for the rights and needs of the more than 1.5 million Asian American and Pacific Islander community members in the greater Los Angeles area, with a particular focus on low income, immigrant, refugee and other vulnerable populations.

The Policy Director will be someone who is excited to keep these values in mind when executing day-to-day tasks and responsibilities.

### RESPONSIBILITIES

For each of the issue areas below, lead the following functions:

- 1) Research and analysis of local, state, and federal policy and practice
  - Design and lead implementation of research projects that engage stakeholders
  - Monitor policy and practice environments on issue areas and identify opportunities for A3PCON to respond and contribute to developments in the sector
  - Develop and contribute to written research briefs, reports, statements, letters of support/opposition and proposed bill language in alignment with policy priorities; develop other tools and resources that make complex data and information accessible to a broad array of stakeholders
  - Research and analyze policy and practice in Los Angeles county, state, and federal Levels
- 2) External relations and coalition-building
  - Work collaboratively with advocacy and community partners and coalitions to maximize A3PCON's impact
  - Develop and execute campaigns that strengthen coalitions and deepen A3PCON's relationships with advocacy and partners
  - Advocate for A3PCON's position on key issues by representing A3PCON in external meetings and developing relationships with key stakeholders and partners
- 3) Project management and program support to execute systems change strategies
  - Identify opportunities and develop systems to better track and maintain relevant information, such as A3PCON's partner contact database

- Plan and execute logistics for advocacy and systems change events, webinars, and meetings

### **Issue Areas:**

#### **Equity, Racial and Social Justice (45%)**

- **Stop AAPI Hate:** Develop and coordinate A3PCON's policy & advocacy strategies with Chinese for Affirmative Action and San Francisco State University's Asian American Studies Department for the SAH incident reporting website and program.
  - Work with Program Director, Operations Manager, Executive Director, communications consultants, and key partners to develop and execute communications tools about COVID-19-related hate against AAPIs.
  - Develop policy strategies with Executive Director and key partners to address racial discrimination against AAPIs and prevent future acts of hate.
  - Work with A3PCON staff and Los Angeles County's Network Against Hate partner organizations to implement LA v. Hate strategies and programs.
- **AAPI Domestic Violence Prevention Project:** Work alongside Program Director and project partners to strengthen the community's knowledge and practice of preventing domestic violence in AAPI communities. Synthesize findings from project researcher and evaluator (SSG - Special Service Groups) to develop policy and advocacy strategies.
- **Older Adults:** Work with dedicated A3PCON Older Adults Committee on policy & advocacy issues
- **Human Trafficking:** Work with dedicated A3PCON API Human Trafficking Task Force on policy & advocacy issues
- **Housing & Economic Development:** Work with dedicated A3PCON Housing & Economic Development Committee on policy & advocacy issues
- **Environmental Justice:** Work with dedicated A3PCON Environmental Justice Committee on policy & advocacy issues

#### **Health (30%)**

Lead policy discussion and strategy and advocacy around these projects:

- **COVID-19 Outreach and Vaccine Resources:** Work alongside Program Director to develop policy and advocacy strategies and serve as policy liaison on behalf of A3PCON members/project partners, to local, state, national policymakers.
- **Mental Health:** Work with dedicated A3PCON Mental Health Committee on policy & advocacy issues

#### **Civic Engagement (25%)**

Lead policy discussion and strategy and advocacy around these projects:

- **Redistricting:** Work with local and state redistricting commissions and advocates to draw more inclusive and representative districts for marginalized communities, including but not limited to AAPI communities
- **Voter Engagement:** Develop AAPI integrated voter engagement strategies for off-year elections as well as election years and position platforms for current election cycle issues
- **Census:** Continuation work with policy & advocacy issues

## **QUALIFICATIONS**

The ideal candidate will possess:

### **Shared Beliefs**



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- Knowledge of cultural norms and nuances affecting Asian American and Pacific Islander (AAPI) communities
- Willingness to engage with diverse AAPI communities and faith-based groups
- Understanding of AAPI LGBTQIA+ issues and concerns
- Professional conduct and ability to abide by confidentiality and HIPAA rules
- Reflective and a life-long learner
- Strong work ethic and high level of integrity

### **Education & Experience**

- Professional or graduate degree (e.g., JD, MSW, MPP or MPH) or bachelor's degree in public policy, social work, public health or a related field
- 3-5 years of experience working in research, data analysis, policy, advocacy, or nonprofit management
- Experience synthesizing data and drafting recommendations via succinct policy memos and briefs
- Experience managing complex projects and events and working in a fast-paced, entrepreneurial environment; can adapt when managing multiple, shifting priorities
- Experience influencing others and translating vision into action to complete projects

### **Skills**

- Well-organized, self-directed, highly motivated, ability to work independently and in a team, and handle multiple tasks. Ease at managing competing demands and determining top priorities independently
- True team player with excellent teamwork and collaboration skills; willing to support team members as needed across the organization for high-priority projects or events
- Strong analytical, research, and verbal and written communication skills, with an emphasis on an ability to effectively communicate with diverse audiences using multiple mediums
- Outstanding organizational and project management skills, with impeccable attention to detail and ability to work under pressure with a high degree of accuracy
- Strong working knowledge of Excel including use of formulas, conditional formatting, and some data analysis tools like pivot tables and charts; interest in and ability to learn new platforms
- Solid background in information technology, including proficiency in MS Office and G- Suite
- Ability to work flexible hours which include some evenings and weekends

## **COMPENSATION AND BENEFITS**

Salary range: \$30-\$45/hour. Workweek range: 30-40 hours/week. Commensurate with experience. Benefits package includes vacation and sick leave, and reimbursement for health and dental insurance.

Given the current circumstance around COVID-19, this position will be remote throughout the Spring, with occasional visits to the office and a potential full return to the office in Summer 2021.

Please send cover letter, resume, three references, and writing sample to Norbert Tan, Interim Deputy Director, at [ntan@a3pcon.org](mailto:ntan@a3pcon.org).

A3PCON is an Equal Opportunity Employer, which does not discriminate on the basis of race, creed, color, gender, age, ethnicity, national origin, sexual orientation, religion, HIV status, disability, or marital status.