



ASIAN PACIFIC POLICY & PLANNING COUNCIL

Policy Manager
Asian Pacific Policy & Planning Council

The Asian Pacific Policy & Planning Council (A3PCON) is a coalition of over forty community-based organizations serving and representing Asian Americans and Pacific Islanders (AAPIs) in Los Angeles. In March 2020, A3PCON, with Chinese for Affirmative Action and San Francisco State University's Asian American Studies Department, founded Stop AAPI Hate (SAH), a national coalition addressing anti-AAPI racism across the U.S.

A3PCON is seeking a **Policy Manager** to lead policy development and advocacy across core areas of importance to A3PCON, its members, and the communities we serve, and to support the Managing Director of Policy on policy priorities for A3PCON and SAH.

The Policy Manager will report to the Managing Director of Policy, and will work with the Executive Director and other members of the A3PCON and SAH teams depending on the project.

This position is based in Los Angeles. At the moment A3PCON is 80% remote and 20% in person, though this is subject to change depending on COVID-19.

Responsibilities

The Policy Manager will perform the following duties:

- Lead policy development and advocacy on key priorities for A3PCON at the city, county, and state levels
- Support the Managing Director of Policy on key priorities for A3PCON and SAH at the state and national levels
- Conduct policy and legal research and analysis
- Draft legislation, public testimony, letters to government officials, policy content for external communications, and other work products
- Collaborate with A3PCON and SAH staff, A3PCON member organizations and committees, coalition partners, community members, and other external stakeholders
- Supervise volunteers and interns
- Other duties as appropriate

Qualifications

We welcome candidates with the following qualities:

- Passion for serving AAPI communities, building power with BIPOC communities, and fighting for racial equity and justice
- At least two years of work experience in public policy at the local, state, or federal level

- Strong verbal and written communication skills. You are comfortable presenting before elected officials and their staff, and community members who are new to civic participation. You are an excellent writer who pays very close attention to the details
- Strong project management skills. You can balance putting out short term fires with advancing long term projects
- You can build the plane as you fly it. You thrive in a start-up environment, and you navigate ambiguity and unpredictability with initiative and good humor
- Growth mindset. You seek opportunities for feedback when it comes to your own professional development, and you are excited about building something from scratch for the organization
- You are a supportive and respectful teammate. You are willing to pitch in as part of a small and nimble team, from bringing your ideas to the table to rolling up your sleeves to get the work done
- A bachelor's degree in political science, public policy, or a related field. A professional or graduate degree (JD, MPP, MPH, MPA, MSW, etc.) is a plus

Compensation and Benefits

This is a full time, exempt position (40 hours/week). The salary range is \$65,000-\$80,000 annually, commensurate with experience. Benefits include paid vacation and sick leave, reimbursement for health and dental insurance, and a budget for technology.

To Apply

Candidates should send an email to Candice Cho, Managing Director of Policy and Counsel, at ccho@a3pcon.org, and Norbert Tan, Deputy Director, at ntan@a3pcon.org, with the subject line "A3PCON Policy Manager - [Your Name]". The email should attach, in one PDF (do not send separate PDFs), the following items:

- Cover letter (1-2 pages)
- Resume (1-2 pages)
- Writing sample (3-5 pages)
- References (2-3)

Candidates are encouraged to apply ASAP as applications will be reviewed and decisions will be made on a rolling basis.

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