



ASIAN PACIFIC POLICY & PLANNING COUNCIL

Policy Manager - A3PCON

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, Chinese for Affirmative Action, and the Asian American Studies Department of San Francisco State University founded Stop AAPI Hate (SAH) to track and respond to the surge in anti-AAPI hate during the COVID-19 pandemic.

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

The Policy Manager will report to and work closely with the Managing Director of Policy, and will work closely with the Executive Director and other members of the A3PCON and SAH teams depending on the project. At the moment we are 80% remote and 20% in person, though this is subject to change depending on COVID-19. Our office is in downtown Los Angeles.

Responsibilities

The Policy Manager will perform the following duties:

- *Lead policy development and advocacy on key priorities for A3PCON: health, housing and economic development, domestic violence, human trafficking, environmental justice, and issues impacting older adults.* The Policy Manager will take the lead on researching, developing, and advancing policy initiatives in collaboration with A3PCON staff, member organizations, committees, and external partners.
- *Support and collaborate with the Managing Director of Policy on key priorities for A3PCON and SAH, such as education, civic engagement (redistricting), and addressing anti-Asian hate.* The Policy Manager will conduct policy and legal research; draft a range of work products, from internal policy memoranda to public comments; review and analyze SAH data; attend meetings, hearings, and briefings; liaise with coalition partners; and provide administrative support, such as scheduling meetings.
- *Support, collaborate on, and develop projects to build capacity for our policy work.* This includes, for example, drafting grant applications, managing relationships with pro bono partners, and training community members to be effective advocates on issues impacting our communities.
- *Manage and track requests to support or oppose policy initiatives at the local, state, and federal levels.* The Policy Manager will review requests, conduct the appropriate research, draft supporting documentation, and make recommendations to the Managing Director of Policy and Executive Director.
- *Other duties as appropriate.*

Qualifications

We welcome candidates with the following qualities:

- Passion for our work serving AAPI communities, building power with BIPOC communities, and fighting for racial equity and justice.
- 2+ years of relevant experience in public policy. This can be in Los Angeles or California; at the local, state, and/or federal levels; in key areas of interest to A3PCON and SAH (e.g., health); and/or in legislative, budgetary, or administrative advocacy.
- 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, etc.) is a plus.

Compensation and Benefits

This is a full time position (40 hours/week). The salary range is \$60,000-72,000 annual and 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), and
- 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.