



JOB ANNOUNCEMENT

POSITION: POLICY ADVOCATE

SALARY: BASED ON EXPERIENCE

REPORTS TO: DIRECTOR OF POLICY

CLOSING DATE OF THIS POSITION: Open Until Filled

The Coalition for Humane Immigrant Rights of Los Angeles (CHIRLA) is a non-profit organization founded in 1986 to advance the human and civil rights of immigrants and refugees in Los Angeles. As a multi-ethnic coalition of community organizations and individuals, CHIRLA aims to foster greater understanding of issues that affect immigrant communities, provide a neutral forum for discussion, and unite immigrant groups to more effectively advocate for positive change. CHIRLA's programs include coalition-building and convening of organizations, advocacy around issues affecting immigrants and refugees, community education, service provision and technical assistance, and organizing and leadership development for immigrant workers and youth.

POSITION SUMMARY:

The Coalition for Humane Immigrant Rights in Los Angeles (CHIRLA) is looking for a Policy Advocate who will work with the organization's Policy Team in protecting the rights of immigrants. He/she will also work towards promoting local, regional, state and federal policies that advance immigrant integration and protect immigrant's basic human and civil rights. The Policy Advocate will work mainly as a liaison to our federal policy members and be responsible for briefing members and their staff on the status of immigrants and their families. The Policy Advocate will work closely with CHIRLA's organizing team engage our membership committees in the development and advancement of CHIRLA's policy advocacy agenda.

DUTIES AND RESPONSIBILITIES:

A. EXTERNAL PROGRAM PRIORITIES

I. Initiate and implement creative and responsive federal policy and advocacy strategies:

1. Assist in developing and leading CHIRLA's federal policy agenda;
2. Develop positive working relationship with federal officials, including regular meet and greet activities and technical assistance to federal official and federal agencies;
3. Develop relationship and work with local enforcement agencies such as, Sheriff's Office, Department of Homeland Security (DHS), and Immigration and Customs Enforcement (ICE) and others;
4. Develop and maintain alliances with immigrant networks and to advance CHIRLA's policy agenda possible local government agencies working on immigrant issues;
5. Research, analyze and write policy reports and briefing documents on diverse immigrant and immigration issues;
6. Monitor, analyze and summarize new laws and regulations pertaining to health access for immigrants, income support programs, immigrant workers rights and other policy negatively/positively impacting immigrants;

7. As appropriate, develop and implement advocacy strategies (to include legislative visits, letters, fax and call-in campaigns, media relations, hearings, actions, etc.);
8. As appropriate, prepare updates, talking points, action alerts, sample letters, etc. as part of advocacy strategies;
9. Work with allies in Southern California in relation to racial profiling issues;
10. Provide staff with support research and analysis on issues pertaining to immigrant communities.

II. Assist in Implementing CHIRLA's Federal Policy Agenda

1. Assist staff by conducting legislative research, developing policy fact sheets, tracking federal legislation, and attending congressional hearings and briefings;
2. Coordinate CHIRLA's policy agenda at the federal level as it relates to immigration enforcement policies, rules and or regulations that threaten the rights of immigrants in the context of the local enforcement of immigration laws;
3. Monitor and analyze federal trends and issues related to immigration and ensure a proactive focus on pro-immigrant policies;
4. Represent CHIRLA in regional, state and national coalitions as part of CHIRLA's Policy Team.

B. INTERNAL PROGRAM PRIORITIES

1. Provide regular update on policy work by writing quarterly program progress reports and analysis.
2. Create quarterly workplan and confer with Supervisor/Policy Director as necessary.
3. Contribute to other program projects as needed.
4. Meet fundraising goals for CHIRLA's membership drive and annual Gala.

SKILLS AND QUALIFICATIONS:

- Undergraduate degree (Law background preferred but not required);
- Minimum two to three years of experience in the area of immigration and migration;
- Must have the 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 understanding of immigration issues;
- Strong commitment to immigrant rights and social justice;
- Excellent research, writing/grammatical skills;
- Superior professional manner;
- Comfortable and experienced in fast-paced environment and handling multiple deadlines;
- Extremely well organized and systems oriented.

To apply, send résumé and cover letter to: jobs@chirla.org

To apply by standard mail send materials to:

Coalition for Humane Immigrant Rights of Los Angeles (CHIRLA)

Attn: Human Resources

2533 W. 3rd St., Suite 101

Los Angeles, CA 90057

To apply by fax send materials to: Fax: (213) 353-1344