

ORANGE COUNTY ASIAN AND PACIFIC ISLANDER COMMUNITY ALLIANCE
OCAPICA
JOB ANNOUNCEMENT

Title: Policy Director
FLSA: Exempt, 40hours/work
Pay range or rate: Commensurate with experience
Benefits included

Division: Policy and Civic Engagement
Supervisor: Executive Director
Revised: July 2022

Summary

Under the supervision of the Executive Director, the Policy Director will supervise OCAPICA's Policy and Civic Engagement Programs. Policy programs and activities include nonpartisan voter mobilization and GOTV efforts, community and legislative advocacy, member leadership development, policy analysis, community education, and the integration of policy advocacy and civic engagement across programs. In addition, the Policy Director will work on OCAPICA's Stop the Hate work. OCAPICA's direct service departments, including health, mental health, youth and education, workforce development programs. The Policy Director will oversee the achievement of the unit's goals and objectives; represent needs of OCAPICA's participants and communities as well as convey OCAPICA's mission and vision. The Policy Director will also work on fundraising efforts to sustain the policy and civic engagement department and other duties as needed.

Essential Functions

- Supervise, support, and build the policy team to organize and implement voter engagement efforts including door to door canvassing, phone banking, community forums, media, etc.
- Supervise and provide support in leadership development and community organizing efforts in partnership with different service departments
- Develop and strengthen cross-department relationships to better integrate civic engagement and policy advocacy into their respective programming models
- Work on sustainability of the policy department through fundraising and promotion efforts.
- Strengthen and build capacity of community partners.
- Help lead transformative practices and strategies through coalition's development and implementation.
- Develop and implement a policy analysis and governance process in alignment with board policy committee
- Work closely with leadership team to implement social justice, civil rights, and voter rights strategies
- Write reports and coordinate evaluation efforts and outcomes measures
- Provide reports to partners and funders in a timely fashion.
- Work with diverse stakeholders on issues related to anti-Asian hate, immigrant rights, social and economic justice, health, housing, education, and workforce development.
- Work with Board of Directors' and Policy Subcommittee on visioning and implementation of policy efforts.
- Work in partnership with ethnic media and small businesses to assess community issues, develop community driven policy, and to work closely for successful community outreach and implementation
- Participate in staff meetings, trainings, case conferences, peer review meetings, and supervision sessions
- Perform any other functions as needed by management and agency

Minimum Qualifications - Knowledge, Skills and Abilities Required

- Have experience in public policy and social justice issues, especially voting rights, education, health, immigrant rights, etc.
- Experience leading voter mobilization efforts
- Experience as a community organizer
- Good knowledge and skills of voter mobilization technologies and databases
- Demonstrated competence in coordination and networking with other policy agencies and systems
- Strong organizational, writing and communication skills.
- Ability to work in diverse team of colleagues and populations
- Must have excellent networking and communication skills
- Must be comfortable with the philosophy and goals of OCAPICA
- Ability to work some evenings, weekends, and overtime (if applicable)
- California Driver's License and transportation to travel to conferences, meetings, and trainings; verification of car insurance is required

- Verification employment eligibility and Background Check required.
- Regular Attendance required

Desired Qualifications - Knowledge, Skills and Abilities

- Experience working with underserved communities
- Excellent communication skills, both oral and written
- Prefer individual with flexibility and initiative
- Ability to work with diverse populations
- The position will supervise a community organizer and several volunteers
- Some experience in developing and carrying out issue campaigns
- Excellent organizational skills--good attention to detail and well organized
- Self-motivated-proven ability to work independently and in a team and to overcome obstacles

Environmental Conditions

The environment for this position is an office environment (may include shared space) as well as out in the field, exposed to weather conditions and noise level prevalent at the time.

Physical Requirement

In the course of performing this job, the incumbent typically spends time sitting, standing, walking, typing, filing, listening and speaking, driving, and light lifting.

Mental Requirement

The incumbent in this position must be able to accommodate to any/all of the following: tolerance for distractions and interruptions. Uncontrollable changes in priorities/work schedules; be able to process information, think, and conceptualize.

Application Process

Please e-mail a cover letter, resume and 3 professional references (include e-mail address and phone number) to:

careers@ocapica.org

Please ensure that the email subject has the job title: **Policy Director**

No Phone Calls Please

Application deadline: Open until filled.

Agency Background:

The Orange County Asian and Pacific Islander Community Alliance, Inc. (OCAPICA) was established in 1997 with the mission to build a healthier and stronger community by enhancing the well-being of Asians and Pacific Islanders through inclusive partnerships in the areas of service, education, advocacy, organizing and research.

***Orange County Asian and Pacific Islander Community Alliance, Inc. (OCAPICA) is an
Equal Opportunity/Affirmative Action Employer***