



## **JOB POSTING**

**JOB TITLE:** National Policy Advocate

**SALARY:** \$65,000 yr.

CHIRLA offers an excellent benefit package, which includes generous time off, health, dental, vision and 401K plan

**REPORTS TO:** Director of Policy & Advocacy

**DEPARTMENT:** Policy & Advocacy

**TYPE:** Regular

**LOCATION:** Washington, DC

The Coalition for Humane Immigrant Rights (CHIRLA) is a nonprofit organization founded in 1986. CHIRLA is a California-based leader with national impact made of diverse immigrant families and individuals who act as agents of social change to achieve a world with freedom of mobility, full human rights, and true participatory democracy. CHIRLA organizes and serves individuals, institutions and coalitions to build power, transform public opinions, and change policies to achieve full human, civil and labor rights. Guided by power, love and vision of our community, CHIRLA embraces and drives progressive social change.

### **POSITION:**

The Coalition for Humane Immigrant Rights (CHIRLA) is looking for a National Policy Advocate who will work with the organization's Policy and Advocacy Department in protecting the rights of immigrants. She/he will also work towards promoting national policies that advance immigrant integration and protect immigrant's basic human and civil rights. The National Policy Advocate will serve as a liaison to Members of Congress and the Administration and will be responsible for briefing elected officials and their staff on the status of immigrants and their families. The ideal candidate will work successfully with CHIRLA's California-based staff to engage our membership base 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 national policy and advocacy strategies:**

1. Assist in developing and leading CHIRLA's national policy agenda;
2. Provide strategic guidance to advance and implement CHIRLA goals and objectives;
3. Lead/assist in developing of legislative/regulatory proposals to advance CHIRLA's agenda
4. Develop positive working relationships with Members of Congress and the Administration, including regular meet-and-greet activities and provide policy analysis to lawmakers and their staff;
5. Develop relationships and work with agencies such as the U.S. Department of Homeland Security (DHS), Immigration and Customs Enforcement (ICE), the U.S. Department of Justice (DOJ), and others with direct impact to immigrant communities;





6. Develop and maintain alliances with immigrant networks and to advance CHIRLA's policy agenda;
7. Research, analyze and write policy reports and briefing documents on diverse immigrant and immigration issues;
8. Monitor, analyze and summarize propose and/or new laws and regulations negatively/positively impacting immigrants;
9. As appropriate, develop and implement advocacy strategies (to include legislative visits, letters, fax and call-in campaigns, media relations, hearings, actions, etc.);
10. As appropriate, provide updates, talking points, action alerts, sample letters, etc. as part of advocacy strategies;
11. Support staff by providing research and analysis on issues pertaining to immigrant communities.

## **II. Assist in Implementing CHIRLA's National 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 and Advocacy Department.

## **B. INTERNAL PROGRAM PRIORITIES**

1. Provide regular updates on policy work through progress reports and analysis.
2. Create a work plan 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);
- Hill experience is ideal 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;





- Comfortable and experienced in fast-paced environment and handling multiple deadlines;
- Extremely well organized and systems oriented.

To apply, send resume and cover letter to: [jobs@chirla.org](mailto:jobs@chirla.org)  
Subject line should read: **National Policy Advocate**

