

Posting Date: September 11, 2020

Position Title: Policy Director

Reports to: Associate Director

Duration: Permanent Duration

Hours: Exempt, Full-time (40 hours/week)

Compensation: \$66,225 to \$81,488

Benefits: Generous 90% employer-paid medical, dental, and vision insurance; 401K plan with employer match; subsidized transit pass; cell phone reimbursement; paid time off & seven paid holidays annually. Flexible work hours.

About APANO:

APANO (The Asian Pacific American Network of Oregon) unites Asians and Pacific Islanders to build power, develop leaders, and advance equity through organizing, advocacy, community development, and cultural work. We envision a just world where Asians and Pacific Islanders and communities who share our aspirations and struggles have the power, resources, and voice to determine our own futures, and where we work in solidarity to drive political, social, economic, and cultural change. APANO has a 501(c)(3) organization called APANO Communities United Fund (CUF) and works closely with its affiliate 501(c)(4) organization, APANO.

Position Description:

APANO CUF is looking for a Policy Director to lead policy analysis, development, and implementation. Major job duties include developing and leading APANO's c3 policy work, coordination with coalition partners, and working towards systemic change through a racial equity lens. This position will have a particular focus on advancing climate and energy justice priorities as our organization responds to the ongoing climate crisis. The Policy Director reports to the Associate Director and will manage a small team of 1-3 full time staff.

The successful candidate will have a range of opportunities to develop skills, knowledge, and confidence in working for social justice. The ideal candidate is movement-oriented, and is excited to work to build a dynamic, queer-friendly, multi-ethnic, API-centered and led, intergenerational organization. They will be results-oriented, responsive and responsible, self-aware, dynamic and a passionate individual who values and practices direct communication with their colleagues and team.

Position Responsibilities:

Policy Development: 75% Climate Justice

- Leads development, coordination, and understanding of APANO member's priorities. Synthesizes community feedback into concrete policy proposals, particularly for APANO's energy/climate justice goals and priorities.
- Facilitates the development of policy priorities for the organization and implements advocacy strategies to pass these policies through research and some limited lobbying.
- Develops and nurtures relationships with ally organizations and represents the organization at coalition tables or trains and coaches junior staff on how to do so.

- Collaborates with other APANO programs, including our sister 501c4 organization through our Policy Advocacy Civic Engagement (PACE) team, community development program, cultural work program, and work closely with our admin team.
- Take statewide leadership climate and environmental justice policy by:
 - Research and develop climate mitigation and clean energy policy initiatives and conduct analysis and monitor priority legislative, regulatory and administrative proposals.
 - Analyze current developments in local, state, and federal energy justice policy.
 - Creating educational materials to make energy and climate policy accessible to a wide range of APANO members and stakeholders. Support organizational campaigns in collaboration with our PACE team.
 - Engage in rulemaking processes at administrative agencies such as the Public Utilities Commission and those related to the Governor’s Executive Order on Climate Change.

Staff and Program Management

- Leading policy planning and program development to anticipate and respond to challenges and opportunities, and propose program and resource shifts to meet those challenges/opportunities;
- Direct supervision of the environmental justice team as part of our PACE team and offer coaching, training, and leadership for junior staff.
- Develop, manage and supervise budget for APANO’s community development program staff and goals. Includes leading on grantwriting and fundraising efforts to support organizational priorities in policy development and implementation.
- Draft, manage and review budgets for program events, activities, and staff.

The ideal candidate will have most of the following skills and and experience:

Qualifications:

- Ability to explain technical terms and ideas in a clear and concise manner.
- Research and develop public policy that centers racial equity and community experience.
- Project and team management experience.
- Have a solid understanding of the issues involved in organizing for justice, and a strong commitment to meeting the particular challenges facing communities experiencing oppression.
- Ability to identify, set priorities, work plan and move teams of staff and volunteers in line with established goals and strategic direction
- Commitment to racial justice, advocacy, and environmental justice work.

Preferred, but not required:

- Extensive knowledge of Asian and Pacific Islander communities and issues.
- Excellent writing and editing skills.
- Highly organized, serious attention to detail and adherence to deadlines
- Ability to adjust quickly, to learn on the fly, and to write in a variety of formats.
- Excellent team player who is also capable of self-direction.
- Community Organizing experience.

How to Apply

Applications received by **Monday, October 5, 2020 at 9:00am Pacific Time** will be prioritized for initial review. To apply, email your complete application to jobs@apano.org with the subject line "Policy Director."

Complete applications include:

- Cover letter (1 pages max) clearly outlining the specific skills and knowledge you bring to the job and how they are a good fit with the responsibilities of the position.
- A resume (2 pages max) detailing relevant experience, work history, education and accomplishments.
- If you proceed to a final round of review, we will ask for 3 references with contact information and your relationship to the reference (you may include these references in your initial application, but it is not required)

For more information, please email questions to Duncan Hwang, at duncan@apano.org.

APANO and APANO Communities United Fund are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status, or any other legally protected classification. APANO and APANO Communities United Fund encourages applications from women, people of color, LGBTQ people, and other minority groups.