Title: Policy Manager  
Employment type: Full-time, Exempt  
Salary Range: $56,000 - $63,000  
Program area: Policy (Immigration, COVID-19 Response)  
Reports to: Senior Policy Manager

Policy Manager

OneAmerica is an Equal Opportunity Employer.  
We strongly encourage women, people of color and LGBTQ candidates to apply.

OneAmerica is a Seattle-based nonprofit whose mission is to advance the fundamental principles of democracy and justice by building power in immigrant communities.

OneAmerica was established in 2001 by U.S. Representative Pramila Jayapal and has since grown to become a locally and nationally recognized leader in advancing immigrant, civil, and human rights. Our strategies include grassroots organizing, policy advocacy, immigrant integration programs and civic/electoral engagement. Our family of organizations consists of OneAmerica (501(c)3), OneAmerica Votes (501(c)4) and OneAmerica Votes Justice Fund (PAC). Our work today is more important than ever, and OneAmerica is growing and becoming stronger to meet our current political challenges. In the past three years, because of our efforts we have:

- established a democratic trifecta by electing the most diverse state legislature in Washington’s history with women of color in the forefront,
- passed the strongest sanctuary city bill in the country protecting immigrants from deportation,
- enacted the Washington Voting Rights Act to eliminate racially polarized voting and elect more people like us into local office
- filed a lawsuit against the Trump administration for the unlawful ruling on the Muslim ban, and
- flipped a congressional house seat laying the groundwork for the recent passage of the Dream & Promise Act in the house.

During this time of growth and opportunity OneAmerica is working to strengthen our response to the emboldened racism and xenophobia facing our communities by building the social and political power of immigrants and refugees in Washington State. Given the current political environment in our state and OneAmerica’s strong reputation, we are poised to govern with new bold ideas for immigrant power and protection. A significant challenge in this moment is remaining bold in our response to the national backlash facing immigrants and refugees while also staying focused on our core goals of building power and a long-term agenda for our state.

OneAmerica is seeking a Policy Manager that can lead the organizations immigration policy work with an initial focus on the COVID-19 response efforts that have disproportionately impacted immigrant and refugee communities. Under the current COVID-19 Pandemic, immigrant and refugee communities face a range of challenges:
The crisis has laid bare existing inequities in our economy and safety net, disproportionately impacting immigrant, and refugee communities and black, indigenous and people of color.

Cynical politicians are driving a political narrative using COVID-19 to raise racial antagonism against vulnerable communities, at a time when an alternative narrative about interdependence and the need for structural reform is gaining ground.

Federal and state policies intended to address the economic crisis brought on by COVID-19 often exclude immigrant and refugee community members, including mixed-status families.

Fear of unjust immigration policies and lack of in-language and culturally competent services, information and outreach make immigrant and refugee communities more vulnerable to the impact of COVID-19.

OneAmerica is not only working to defend the health, rights and liberties of our communities, but we are also building the leaderships and power of our communities across the state to lead local state and national campaigns to shape the institutions, policies and practices that impact their lives, families and communities.

We are looking for staff to join our team who are adaptable and excited about leading change, are highly motivated around problem solving and lead with a focus on relationships, collaboration, and racial equity. Given this time of immense change, we are looking for leaders who are comfortable with ambiguity and are excited about the opportunity to develop and build a strategy and plan with impacted community members.

POSITION SUMMARY

Reporting to the Senior Policy Manager, the Policy Manager will help to devise and execute OneAmerica’s policy strategy on immigrant rights and our response to the health and economic impacts of COVID-19, from the perspective of immigrant and refugee communities.

The successful candidate will be a strong leader and manager who is dedicated, self-motivated, creative, and eager to join a results-oriented team to advance a bold policy agenda in a fast paced environment. S/he/They will bring a deep understanding of grassroots leadership development, and a commitment and ability to operationalize a strategy that ensures the voices of those most impacted by systemic oppression are at the center of driving progressive policy change. This individual must also bring demonstrated experience embedding both a creative spirit and structures for accountability into this work as well as strong policy expertise and experience at the local, state, and federal level.

PRIMARY RESPONSIBILITIES

Response to COVID-19 Crisis in Immigrant and Refugee Communities: 75%

- Coordinate with our organizing team to identify and support community-led campaigns and strategies responding to the health and economic impacts of COVID-19.

- Develop and execute federal, state and local policy proposals and campaigns to enact policy reforms that can effectively support immigrant and refugee communities impacted by the COVID-19 crisis.

- Participate in, and where necessary lead, coalitional efforts to shape multi-sector actions responding to the COVID-19 crisis.
• Coordinate with OneAmerica staff and grassroots leadership to shape mid- and long-term structural policy proposals to address fundamental inequities and lead to a more resilient economy.

**Immigration Policy and Campaign Strategy: 20%**

• Coordinate with our organizing team to explore key changes in federal immigration policy made necessary to strengthen the resiliency of underserved immigrant and refugee communities in Washington State.

• Coordinate with our organizing team to shape federal demands for immigration reform grounded in immigrant and refugee communities, anticipating different scenarios emerging from the 2020 general election.

• Devise and execute a state and local strategy to implement the Keep Washington Working Act.

**Administration: 5%**

• Organizational requirements, meetings and retreats.

**QUALIFICATIONS**

*We are seeking candidates who excel in relationship-building, are results-oriented, and have strong project and people management skills. We are looking for:*

• An entrepreneurial, seasoned, and agile leader who possesses both the vision to inspire and the skills to contribute to OneAmerica’s efforts to increase the political power of immigrants and refugees at the local, state, and national levels.

• A track record of developing leadership and maintaining strong working relationships among a diverse group of stakeholders and team members where all feel valued, while encouraging growth.

• A demonstrated commitment to meeting a high bar and a history of getting things done even in the face of obstacles and shifting priorities and managing multiple projects at once.

• Deep understanding and experience around managing grassroots organizing campaigns/efforts and movement building skills.

• Analysis of power and commitment to racial equity and advancing the power of immigrant and refugees

• 2-3 years’ experience leading policy advocacy efforts preferably in immigrant and refugee rights and/or economic justice grounded in racial equity.

• Strong written and verbal communication skills

• Bilingual skills are preferred.

• Access to reliable vehicle and possess a Washington State driver’s license

• Willingness to travel and accommodate community-based scheduling needs such as evening and weekend meetings
COMPENSATION
• Salary range is $55,000 - $63,000
• Comprehensive health, vision, dental, life, short- and long-term disability and supplemental AFLAC insurance; Flexible Spending Account (FSA), 403(b) retirement plan; 5 weeks paid time off, paid family leave, ORCA transit card or vehicle stipend and opportunities for sabbatical.
• OneAmerica is committed to employee growth and advancement, including opportunities for professional development.

APPLICATION INSTRUCTIONS
Interested candidates should send a resume and cover letter to jobs@weareoneamerica.org with the subject line “Policy Manager.” Interviews will be conducted on a rolling basis and position will be open until filled. Please address your passion and experience building political power through grassroots organizing in your cover letter as well as how your personal and professional background informs your interest in working with OneAmerica. No phone inquiries, please. Please call 206-452-8410 or visit our website at www.weareoneamerica.org to learn more about OneAmerica.

OneAmerica is an Equal Opportunity Employer and encourages women and people of color to apply.