

EMPLOYMENT OPPORTUNITY POLICY ADVOCATE

The Asian Law Caucus (www.asianlawcaucus.org) is a public interest law office dedicated to protecting the rights of Asian immigrant communities in Northern California. The Caucus assists disadvantaged communities to advocate for reforms through litigation, organizing, and policy advocacy. The Caucus primary areas of concentration are immigration law, employment rights, community development, and civil rights.

Purpose of the Position: To develop and further a policy agenda that engages lower income Asian Pacific American communities in improving the health and safety conditions in their workplaces.

Primary Responsibilities:

1. Work with Caucus staff, clients, and community partners to develop a community based policy agenda to improve workplace health and safety conditions in the nail salon industry and on related issues as identified by the Caucus.
2. Assist Caucus staff in mobilizing community members to advocate for improved workplace health and safety conditions.
3. Assist Caucus staff in monitoring the impact of present and future public policies or the absence of such policies on immigrant communities
4. Represent the Caucus in coalitions, conferences, and other forums to further the workplace safety agenda.
5. Build relationships and collaborate with other organizations addressing common health and safety concerns.
6. Prepare analyses on policy, legislative and legal initiatives impacting Asian Pacific American communities generally and particularly relating to workplace health and safety.
7. Provide credible and timely information to public and private organizations on workplace health and safety.
8. Present oral and written testimony at public forums, legislative hearings and conferences on issues related to the project purposes.

Required Minimum Qualifications:

1. Excellent written, oral and analytical skills
2. Policy analysis or legislative advocacy experience.
3. Familiarity with issues and conditions within Asian immigrant communities
4. Demonstrated commitment to social justice.

5. Capacity to manage multiple tasks and to work independently
6. Leadership skills
7. Proficiency with Windows-based computer applications
8. Bachelor degree

Preferred Qualifications:

1. Fluency in an Asian language.
2. Degree or experience in public health or environmental health fields.
3. Community or labor organizing experience.

SALARY AND BENEFITS

This is a full-time, nonexempt position. Salary \$37,500–45,000 DOE, plus flexible work schedule and generous medical, dental, vision, and retirement benefits.

APPLICATION PROCESS

Qualified, interested candidates should submit a cover letter and resume to:
Asian Law Caucus ATTN: Policy Advocate Search
939 Market Street, Suite 201
San Francisco, CA 94103
(415) 896-1702 fax
jobs@asianlawcaucus.org

ALC is an equal employment opportunity employer and committed to diversity in the work place.