



**CHIRLA**  
Coalition for Humane  
Immigrant Rights

**POSITION:** Policy Advocate

**SALARY AND BENEFITS:** CHIRLA offers a competitive salary based on qualifications and an excellent benefit package, which includes generous time off benefits, 401K Plan, health, dental and vision plans.

**POSITION REPORTS TO:** Director of Public Policy

**CLOSING DATE OF THIS POSITION:** Open until filled

The Coalition for Humane Immigrant Rights (CHIRLA) is a non-profit organization founded in 1986 to advance the human and civil rights of immigrants and refugees in Los Angeles. As a multi-ethnic coalition of community organizations and individuals. CHIRLA aims to foster greater understanding of issues that affect immigrant communities and provide a neutral forum for discussion, and unite immigrant groups to more effectively advocate for positive change. CHIRLA's programs include coalition-building, advocacy around issues affecting immigrants and refugees, community education, service provision, and organizing and leadership development.

**POSITION DESCRIPTION:**

The Coalition for Humane Immigrant Rights in Los Angeles (CHIRLA) is looking for a Policy Advocate who will work with the organization's Policy Team in protecting the rights of immigrants and refugees. He/she will also work towards promoting local, regional, state and federal policies that advance immigrant integration and protect immigrant's basic human and civil rights. The Policy Advocate will work as a liaison to our local, state and federal policy members and be responsible for briefing members and their staff on the status of immigrants and their families. The Policy Advocate will work closely with CHIRLA's organizing team to engage our membership committees in the development and advancement of CHIRLA's policy advocacy agenda.

**DUTIES AND RESPONSIBILITY:**

**A. EXTERNAL PROGRAM PRIORITIES**

**I. Initiate and implement creative and responsive local policy and advocacy strategies:**

1. Develop positive working relationship with local and state officials, including regular meet and greet activities that serve as a foundation for a more active local policy work;
2. Develop relationships and work with local enforcement agencies such as the Los Angeles Police Department (LAPD), the Sheriff's Office, Immigration and Customs Enforcement and other local authorities.

3. Work towards the creation of pro-immigrant policies in the City/County of Los Angeles, surrounding cities and municipalities.
4. Develop relationships with the local media in coordination with Communications Director;
5. Develop and maintain alliances with immigrant networks and to the extent possible local government agencies working on immigrant issues;
6. Conduct research and analysis on issues pertaining to immigrants' current socioeconomic status and develop policy briefs and factsheets as needed.
7. Assist in developing legislative proposals based on findings and trends

## **II. Assist in Implementing CHIRLA's Policy Agenda**

1. Assist policy staff in conducting legislative research, developing policy fact sheets, tracking state legislation, and attending hearings and briefings;
2. Coordinate CHIRLA's policy agenda at the local level as it relates to immigrant integration, 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 state trends and issues related to immigration and ensure a proactive focus on pro-immigrant policies;
4. Represent CHIRLA in coalitions as part of CHIRLA's Policy Team.

## **B. INTERNAL PROGRAM PRIORITIES**

1. Develop monthly content for CHIRLA's e-advocacy newsletter;
2. Provide regular update on policy work by writing quarterly program progress reports and analysis;
3. Create quarterly work plan and confer with Supervisor/Policy Director as necessary;
4. Contribute to other program projects as needed;
5. Meet individual fundraising goals for CHIRLA's membership drive and annual Gala.

### **Skills & Qualifications:**

- Minimum 2-3 years' experience with state advocacy and legislative process;
- Undergraduate degree ( Law background preferred but not required)
- Must have the ability to plan, organize 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 and grammatical skills;
- Comfortable and experienced in fast-paced environment and handling multiple deadlines;
- Extremely well organized and computer systems proficient.

To apply, send résumé and cover letter to; [jobs@chirla.org](mailto:jobs@chirla.org)

Subject Line should read; **Policy Advocate**