



SEARAC

JOB DESCRIPTION

Education Policy Manager

ABOUT SEARAC

The Southeast Asia Resource Action Center (SEARAC) is a national civil rights organization that builds power with diverse communities from Cambodia, Laos, and Vietnam to create a socially just and equitable society. As representatives of the largest refugee community ever resettled in the United States, SEARAC stands together with other refugee communities, communities of color, and social justice movements in pursuit of social equity.

OUR VALUES & WORK CULTURE

SEARAC envisions a socially, politically, and economically just society for all communities to enjoy for all generations, and we believe in the power of self-determination to build this world. Because of this, we strive to be a trailblazer in modeling health and economic justice inside and out. We do this by creating a culture of community care by reimagining work/life balance, cultivating sustainability, holistic wellness, and embracing a growth mindset to transform the nonprofit workspace.

Supporting SEARAC staff - both professionally and personally- is a top priority. To do this, we invest in the wellbeing of our people by offering:

- Above market rate compensation
- 4 day / 32 hour work week
- Flexible hours and remote/hybrid work options
- Additional paid time off, including SEAA holidays and 2-week winter break
- Wellness and professional development resources
- Inclusive team environment where staff input is highly valued and encouraged

Read blog posts from SEARAC staff in our [Workplace Wellness Series](#).

OVERALL ROLE

The Southeast Asia Resource Action Center (SEARAC) seeks a full-time Education Policy Manager to lead our national education advocacy activities through policy analysis, advocacy, and coalition building. The position's key goals include building key policy champions on the national level, as a representative of SEARAC and through partner coalitions, to advance education

equity for Southeast Asian Americans (SEAs) and other marginalized students. SEARAC's education work focuses on the unique needs and rights of SEAA students, such as advancing data disaggregation; ensuring safe, inclusive, and culturally responsive learning environments; increasing support for college access and completion; and other education policies that impact SEAA communities.

The ideal candidate will have a proven ability to foster engagement among diverse, even competing groups, ranging from policymakers to national advocacy groups to community organizations working at the local or state levels. They should be an exceptionally quick learner, thrive in a collaborative environment, and be able to work both independently and as part of a team. The ideal candidate will have experience in education policy, advocacy, or organizing. The candidate should also have experience analyzing legislation, generating policy solutions, and working productively in coalitions and partnerships. The individual reports to the Director of National Policy and is a critical member of SEARAC's national policy team.

Due to the nature of this position, the Education Policy Manager must be based in the Washington, DC metro area. However, a hybrid schedule will be arranged upon hire, as this position is not expected to come into our DC-office every day.

Responsibilities

Policy Analysis, Advocacy, and Coalition Management

- Analyze federal education policies and develop recommendations of impact to Asian American, Native Hawaiian, and Pacific Islander (AA & NHPI) communities, especially Southeast Asian American (SEAA) communities.
- In collaboration with the Director of National Policy, develop and maintain relationships with congressional, administrative, and other governmental decision-making offices to advance SEARAC's advocacy efforts. This includes but is not limited to identifying target lawmakers for engagement, requesting and leading meetings with offices, serving as a resource for policymakers on SEAA communities and the issues that impact them, and other responsibilities.
- Collaborate with and lead as needed numerous coalition initiatives to advance SEARAC's policy priorities. Coalitions include but are not limited to the National Council of Asian Pacific Americans (NCAPA) and the Leadership Conference for Civil and Human Rights.
- In collaboration with the Director of National Policy, National Deputy Director, Senior Director of Communications, or other staff as necessary, execute advocacy campaigns in collaboration with SEARAC's education partners to advance our education policy priorities.
- Support SEARAC's field activities, such as national campaigns to increase community engagement and mobilization to advocate for the needs of SEAA and AAPI students.
- Support partnerships with local community-based organizations across the country.
- In collaboration with SEARAC's Policy Team, provide training design, training materials, and evaluation for SEARAC's major programs, such as the annual Leadership and

Advocacy Training (LAT), as well as additional trainings and convenings related to SEARAC's education policy advocacy.

- Develop informational resources such as fact sheets, policy briefs, webinars, and other policy materials and recommendations.
- Work with the Director of National Policy to analyze issues and create resources that intersect with other areas of SEARAC's policy work in health, aging, and immigration.
- Provide education, training, and technical assistance on education policy to SEARAC's partners and the general public.
- Represent SEARAC at policy roundtables, briefings, conferences, and community events.

Program Management, Communications, and Administration

- Monitor completion of grant-funded activities and outcomes related to SEARAC's education advocacy work.
- Administer sub-grants to local partners.
- Assist with fundraising and program reporting.
- In coordination with the communications team, draft press releases, community announcements, action alerts, and social media posts on education.
- Work with other SEARAC staff and board members in support of SEARAC's overall mission.

Other

- Support other duties as specified by the Director of National Policy, National Deputy Director, or Executive Director.

Experience/Skills Required

- Minimum 4 to 6 years of experience with nonprofit advocacy organizations, education policy, legislatures, or other relevant experience.
- Legislative advocacy and policy analysis, including familiarity with the federal legislative process, experience communicating with policymakers, and ability to communicate complex federal policy issues to community-based organizations and the general public.
- Knowledge of education and/or racial equity policy issues as they pertain to SEAs.
- Experience working productively within coalitions and partnerships.
- Program planning, management, and implementation experience.
- Superior verbal and written communication abilities.
- Ability to work both independently and as part of a team.
- Demonstrated passion for social justice.

Experience/Skills Preferred

- Experience with group facilitation and training.
- Experience collaborating with community-based organizations.
- Media and communications experience, including writing press releases or press advisories.
- Ability to travel and work weekends as required.
- Budgeting and project reporting.

Education

B.A. or equivalent four-year degree required. An equivalent combination of education and experience may be accepted as a satisfactory substitute for the specific education and experience listed above.

Compensation

Salary range \$80,000 - \$90,000 dependent upon experience. Strong benefits package including medical, dental, and vision insurance; 401(k) retirement fund with match of up to 6% of an employee's annual salary; 10-week sabbatical leave upon completion of 5 years of employment; and 4 day / 32 hour work week.

Application Deadline

Priority deadline: February 4, 2025

Preferred start date: March 31, 2025

Application Process

Those interested in this position may apply by submitting a letter of interest, a current resume, and a brief writing sample (preferably policy-related, no more than 3 pages) to application@searac.org. Electronic application packages are encouraged and should be sent in **PDF format**. Please include "Education Policy Manager" in the subject line.

***Please note:** We are not conducting informational calls currently to ensure equity in the selection process. Kindly submit your application through the process and our team will reach out to you should we have additional questions.*

SEARAC is an equal opportunity employer and prohibits unlawful discrimination in any aspect of employment, including based on unlawful considerations of an individual's race, creed, marital status, color, religion, sex, national origin, age, disability, sexual orientation, family responsibilities, or political affiliation.