



JAPANESE AMERICAN CITIZENS LEAGUE / JACL

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The Japanese American Citizens League (JACL) seeks a dynamic and enthusiastic full-time Director of Public Policy for its Washington DC office to head the public policy and advocacy functions for the JACL in the Nation's Capital. The Director of Public Policy will be responsible for monitoring legislation, maintaining relationships with the legislative and executive branches of the federal government, and working with various Asian American and Civil Rights organizations. In addition, the position requires responsibility for the JACL Washington D.C. Gala Event and the JACL/OCA DC Leadership Conference held each year. The Director of Public Policy is part of the senior staff and reports directly to the National Director.

Job Opening ***JACL Director of Public Policy in Washington DC***

Principle Responsibilities

- Works with the National Director in promoting legislative policy consistent with the mission of the JACL.
- Prepares analysis of issues that are a priority of the JACL.
- Communicates with Congress, the public, and members of the JACL regarding current priority issues.
- Prepares policy proposals to be considered by the National Board of the JACL.
- Writes articles for the *Pacific Citizen* newspaper, other papers, and action alerts on current issues.
- Represents the JACL at community events and social functions.
- Overseas JACL events and programs that take place in Washington DC.
- Has responsibility for the JACL Gala and the DC Leadership Conference held each year.
- Works closely with other Asian Pacific American national organizations.
- Attends National JACL Board meetings and other meetings as requested.
- Supervises fellows, and interns assigned to the DC office or through the JACL in DC.
- Manage affairs of the Washington DC JACL office.

Recommended Education, Training, and Experience

- Bachelor's or Advanced Degree, preferably in political science, behavioral or social sciences or related field, or a JD.
- One to five years experience in programs related to social and economic justice.
- Has a working knowledge of the federal legislative process.
- Has excellent written and verbal skills and working knowledge of Word, Excel, and Power Point.
- Ability and willingness to make public speeches and give interviews.
- Fundraising, grant writing skills, fiscal management, strategic planning, legal compliance helpful.
- Must be willing to travel and to attend weekend and evening meetings.
- Familiarity with the JACL and other Asian American organizations. Must be or become a JACL member and be willing to support events and activities of the JACL.
- Must be a self starter, able to work with minimal supervision, creative, resourceful, adaptable, high energy, and have excellent time management skills.

Compensation

Salary commensurate with education, experience, knowledge, years of service, and other attributes that are relevant to the position. Health benefits, paid vacation, and holidays provided.

To Apply

Submit resume, two references, a sample of writing, and a cover letter to: Floyd Mori, National Director, JACL, 1765 Sutter Street, San Francisco, CA 94115 or email to natdir@jacl.org.

Open until filled.