SIREN SEeks A POLICY ASSOCIATE FOR OUR BAY AREA OFFICE

Reports To: Director of Policy  
Location: San Jose, California  
Position: Full-time, exempt position  
Salary Range: Based on experience, plus comprehensive benefits package including medical, dental, and vision, as well as transportation and fitness reimbursement

OVERVIEW OF SIREN (Services, Immigrant Rights & Education Network)

SIREN combines community organizing, policy advocacy, civic engagement, community outreach, education, and legal services to empower low-income immigrants and refugees in California. We believe our clients and all immigrants are agents of change and we prepare them for leadership in all four of these program areas.

POSITION OVERVIEW

The Policy Associate will be responsible for assisting with the implementation of SIREN's policy advocacy strategies to promote its policy agenda. The Policy Associate will be responsible for researching, tracking, and analyzing policies and policymakers at federal, state, and local levels; developing policy-related factsheets, presentations, action alerts, and materials; and represent the organization in policy-related spaces.

KEY DUTIES

- Research and analyze impact of federal, state, and local policies (including legislative, administrative, and budgetary) on low-income immigrant and refugees
- Develop written materials for policymakers on policy and budget priorities, including factsheets, public comment, and letters of support
- Conduct legislative visits and administrative advocacy for policies and practices that advance the empowerment of immigrants and refugees with SIREN's grassroots leaders
- Attend state and local government meetings and hearings to advocate on SIREN's policy priorities
- Work with other staff to develop and implement SIREN's advocacy strategies and provide policy support to SIREN's organizing and outreach teams
- Represent SIREN in statewide, regional and local coalitions/spaces relevant to policy advocacy and public events, presentations, and community members
- Establish, build, and facilitate coalitions among diverse interests, needs, and audiences
• Participate in media interviews related to issues affecting the immigrant community
• Supervise policy interns and volunteers
• Support organization-wide efforts to advance strategic plan
• Complete reporting forms, workplans, and other documentation as needed
• Maintain documentation to ensure program effectiveness and support evaluation efforts
• Perform other tasks as requested

QUALIFICATIONS
• Bachelor’s degree (BA or BS) or 1-3 years of policy experience
• Experience analyzing impact of laws, regulations, and policy proposals
• Experience conducting legislative, administrative or grassroots advocacy
• Knowledge of state and local legislative and budget processes in California a plus
• Background in immigrant rights issues, including immigration and public benefits
• Demonstrated commitment to working with immigrant and refugee communities
• Strong analytical, written, public speaking, and facilitation skills
• Demonstrated ability to build meaningful relationships with partners and stakeholders
• Strong written and oral communication skills with multiple audiences, including immigrant communities
• Strong organization skills and attention to detail
• Demonstrated ability to take initiative, multi-task, possess good judgment, and work independently and as part of a team
• Bilingual/bi-literacy in Spanish/English or Vietnamese/English preferred
• Media experience a plus

OTHER REQUIREMENTS
• Ability to work on weekends and evenings, as needed
• Must have a valid driver’s license, car insurance, and daily access to a car
• Applicants will be housed at SIREN’s San Jose office

To Apply: Please send a cover letter, résumé, a writing sample, and three professional references. Please email to SIREN HR: HR@siren-bayarea.org and include “Policy Associate” in the email subject.

For more information about SIREN, visit our website at www.siren-bayarea.org.

SIREN is an equal opportunity employer. We are committed to developing the skills and leadership of people from diverse backgrounds, especially individuals from immigrant and refugee communities. People of color, immigrants, women, LGBTQ persons, and persons with disabilities are encouraged to seek employment at SIREN.