Program Associate

Job posted by SIKH AMERICAN LEGAL DEFENSE AND EDUCATION FUND (SALDEF)

JOB TYPE
Full Time

SALARY
Commensurate with experience

DESCRIPTION
Position Title: Program Associate
Job Status: Full-time position with benefits, including health, dental, vision
Reports To: Executive Director
Location: Washington, DC

SALDEF is a national Sikh American media, policy, and education organization. Our mission is to empower Sikh Americans by building dialogue, deepening understanding, promoting civic and political participation, and upholding social justice and religious freedom for all Americans.

SUMMARY
SALDEF is seeking a creative, strategic, and passionate advocate as Program Associate to assist with SALDEF Programs. Work will include advocacy, government relations and community outreach.

The Program Associate will work to lead and expand existing SALDEF Programs and also to support advocacy at a national level through the National SALDEF office based in Washington, D.C. In this role, you will become a key component in the D.C. team, working with SALDEF staff, volunteers, and the executive director, collectively working to execute programs and inform local community members about key issues.

This position is based in Washington, D.C.

About the Position

RESPONSIBILITIES

- Assist with the SikhLEAD program including: managing day-to-day operations of the program; developing and refining curriculum for initiatives; organizing internship placements; working with Communications staff on messaging and outreach;
- Liaising with legislative bodies and elected officials in DC and across the Country
- Sustain and/or develop relationships with Federal Agencies including TSA, DOJ, CIA and FBI training program(s).
In consultation with Executive Director and Senior Staff, support planning, development, and execution of federal legislative agenda.

Build and maintain our relationships with our advocacy groups in part with the Executive Director

Monitor and report on bills’ going through congress affecting the Sikh and/or minority community.

Development - Occasional support seeking out or drafting language and outcomes for grant proposals.

Coordinate Know Your Rights Forums for Community Members

Assist with Volunteer Management

Other duties as assigned directly by the Executive Director

WHAT WE ARE LOOKING FOR

Highly organized, detail-oriented self starter who can create, manage, and fully drive projects that result in high quality work in a timely manner. You know how to think ahead, prioritize your workload, and prepare for challenges. You enjoy challenges and having a full plate but also know how to manage up when the workload needs to be reprioritized.

Solutions-oriented person who is creative about your work, loves to learn more about the movement, and is always asking questions. You are usually the kind of person who has a new idea for how to run the program better and appreciates constructive feedback from team members.

Deep commitment to the Sikh American community and to racial, social, and economic justice. You don’t just ask “Who’s not at the table?” but “Why aren’t they at the table and how can we fix it?”

Natural organizer who enjoys talking to members, board members, allies and other stakeholders. People go to you when they want to know who to work with on a specific campaign or how they can get help with a project.

Someone who enjoys a respectful, positive, collaborative, and flexible work environment. The team is small but nimble. We celebrate shared successes and empower each other to be impactful in our work.

CANDIDATE REQUISITES

- Undergraduate degree and 2+ years of work experience.
- Demonstrated ability to write in an accurate, concise, and audience appropriate manner on complex public policy issues.
- Interest and commitment to Sikh American advocacy issues.
- Proven ability to manage multiple projects and deadlines simultaneously.
- Capacity to work in a fast paced and flexible environment.
- Willingness to work nights/weekends and travel periodically as required (10% travel).
PREFERRED SKILLS

- History of demonstrated experience in organizing and leading community-based advocacy efforts within culturally diverse communities.
- Experience with presentation, facilitation and training to small and large groups.
- Punjabi language fluency a plus

COMPENSATION

Salary will be competitive and commensurate with experience. SALDEF will provide compensation for this position commensurate with experience. A generous vacation policy and health, dental, vision insurance.

HOW TO APPLY

Please email a thoughtful cover letter detailing your relevant experience, resume with 3 references (at least 2 work references), and an unedited writing sample (development, communications, or policy-related writing sample) (maximum 5 pages) as a single PDF document to careers@saldef.org, indicating “PROGRAM ASSOCIATE” in the subject line. We are accepting applications and interviewing candidates on a rolling basis, and will give priority consideration to applications received by April 1, 2020. Only qualified candidates will be contacted.

SALDEF is an equal opportunity employer. No phone calls, please.