Program/Policy Associate

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

JOB TYPE
Full Time

SALARY
Commensurate with experience

DESCRIPTION
Position Title: Program/Policy Associate
Job Status: Full-time position with benefits, including health, dental, vision insurance
Reports To: Policy Manager
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 resourceful, determined, and execution-oriented Program/Policy Associate to assist with the work of our Programs and Policy teams. Work will include execution of programs, policy communications, government relations, and community outreach. SALDEF has a culture of advocacy for all who need a voice, across the South Asian American and broader AAPI communities, and are seeking a similarly inclined new team member.

The Program/Policy Associate will work to execute and thoughtfully expand existing SALDEF Programs at the National SALDEF office based in Washington, D.C. They will also support the Policy team in maintaining and adding to internal resources, managing stakeholders, and preparing outreach materials. In this role, you will become a key component of the D.C. team, collectively working with SALDEF staff, volunteers, and executive director to execute programs to build leadership and capacity in the Sikh American community while elevating the Sikh American profile in corridors of power.

This position is based in Washington, D.C.
About the Position

RESPONSIBILITIES

- Assisting with the SikhLEAD program including: managing day-to-day operations and logistics of the program; developing and refining leadership and professional development programming, organizing internship placements; working with Communications staff on messaging and outreach; supporting the interns as they move through their internships and their program responsibilities
- Liaising with legislative bodies and elected officials in DC and across the Country
- Drafting letters to legislatures and executives on behalf of SALDEF commenting on legislation being considered and/or policy initiatives, and monitoring state and federal governments for legislation relevant to our priorities
- Conducting research for internal-facing knowledge base, periodically updating internal resources based on news events and/or new sessions of Congress, and owning and regularly updating relevant sections of the website
- Sustain and/or develop relationships with Federal Agencies including TSA, DOJ, CIA and FBI training program(s).
- In consultation with the Executive Director and Senior Staff, supporting planning, development, and execution of our federal legislative agenda.
- Build and maintain our relationships with our advocacy groups in part with the Executive Director. Monitor our organizational sign-ons and flag new sign-on letters from partners to staff
- Occasionally assisting operations in seeking out or drafting language and outcomes for grant proposals.
- Coordinating Know Your Rights Forums for Community Members
- Assisting 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 the kind of person who usually has a new idea for how to run the program better and always 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 but not required

**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/POLICY ASSOCIATE” in the subject line. We are accepting applications and interviewing candidates on a rolling basis. Only qualified candidates will be contacted.

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