



## Political Director

### Job Announcement Information

Job Title: Political Director

Location: San Diego based

Term: Full-time, occasional evenings and weekends required

Position Status: Exempt

Pay Range: \$105,000-\$120,000

Reports To: Executive Director

### About San Diego

San Diego, with a population of nearly 1.5 million people, is the second largest city in California, and the eighth largest city in the country. Known for its beautiful year-round climate, miles of gorgeous beaches, and its small city vibe, San Diego is also in the midst of a dramatic political realignment, recently electing a Democratic super majority to its nine-member city council, which includes five women.

San Diego sits on the U.S. - Mexico Border just north of Tijuana, and the two cities comprise the world's largest metropolitan, binational region. San Ysidro, one of three border crossings in the region, is consistently cited as the world's busiest port of entry.

Refugee resettlement and the cross-border character of the region make San Diego a rich blend of racial/ethnic, linguistic, and country-of-birth diversity. *The region presents unique opportunities to be on the front lines of the fight for human rights, and to be a part of a public interest community that is incubating cutting edge refugee and racial justice policy and litigation for the entire country.*

### About PANA

The Partnership for the Advancement of New Americans - PANA is a non-profit, non-partisan organization fighting to advance the full economic, social, and civic inclusion of refugees in San Diego, throughout California, and across the country. PANA works at the intersection of Black, Arab, Middle Eastern, Muslim, & South Asian (BAMEMSA) refugee and immigrant communities impacted by racial/ethnic profiling, religious bias, increased government surveillance and harassment, and poverty among the many issues affecting our refugee communities.

PANA advances significant policy reforms at the local, state, and federal level to ensure newly resettled refugees have equal access to family sustaining jobs, quality and healthy homes, and meaningful opportunity to rebuild a sense of home and belonging. In addition to policy and legal advocacy, PANA uses an integrated voter engagement approach to build and leverage deep community networks, develop community leaders, and establish a civic engagement infrastructure to amplify the voice, visibility and impact of our community.

## **Political Director**

PANA is hiring an Political Director to lead and expand our work to advance the full civic inclusion of Black, Arab, Middle Eastern, Southeast Asian, and Muslim (BAMEMSA) refugee and immigrant communities and further explore and push for policy and legal solutions that secure the fundamental right to equal access to and their full participation in our democracy.

The Political Director will report directly to the Executive Director.

## **Responsibilities**

- Be an active participant in local and statewide language access and democracy coalitions to advance language access and democratic reforms, including the Census and fair redistricting.
- Build or be part of a network of statewide BAMEMSA organizations and develop and execute shared advocacy strategies around democracy reform, Census reform, resources, and redistricting.
- Collaborate with the organizing team to provide clear policy targets and analysis to fuel campaign strategies, translate organizing efforts directly into policy formation, and develop tools and training opportunities that increase the capacity of the community to transform the systems that affect their lives.
- Work directly with communications consultants to ensure all policy advocacy and campaigns are framed within a narrative of power that counters deficit-based and xenophobic frameworks and uplifts our values and the world we want to create.
- Manage and develop the leadership of the policy and organizing teams, fostering a culture of strategic thinking, collaboration, and accountability.
- Supervise policy and civic engagement staff, developing their leadership and capabilities to lead policy campaigns.
- Serve as a key member of the leadership team, working to set PANA's overall strategic direction in alignment with community priorities identified through the Triennial Refugee Experiences Report and from organizing efforts.
- Develop a deeper, ongoing relationship with local election officials in San Diego County and other counties with high concentrations of BAMEMSA voters.
- Serve as PANA's primary representative in legislative advocacy.
- Plan and host high-impact policy briefings for lawmakers and funders to educate on key issues, dispel misinformation, and position the organization as the definitive trusted authority.

## **Qualifications and Skills Required**

- Bachelor's degree and 5-10 years of progressively responsible experience in policy, government affairs, advocacy, or a related field.
- J.D. and California bar admission preferred but not required
- Demonstrated history of developing and successfully advancing a legislative agenda.
- Demonstrated commitment to refugee and immigrant communities, and racial equity.
- Experience building and managing diverse coalitions and working with a wide range of stakeholders.
- Ability to see the big picture, set long-term goals, and identify short-term tactical opportunities to advance them.
- Ability to navigate sensitive political situations and build relationships across the political spectrum.

- Strong writing and communication skills.
- Ability to juggle multiple priorities and work effectively with a team in a rapidly moving environment.
- Extremely organized with close attention to detail and accuracy.
- Ability to speak Arabic, Urdu, Farsi, Kurdish, Vietnamese, or Somali is a plus but not required.
- Knowledge of Microsoft Word, Excel and Outlook, and sophisticated use of technology.
- Ability to exercise sound judgment and work with an extremely diverse refugee and immigrant staff and community population.

### **Compensation**

Salary range \$105-120K depending upon experience. Excellent benefits include:

- Full health care coverage;
- paid sick, family, and parental leave;
- Paid sabbatical after 5 years of full-time employment;
- 3% employer contribution to 401K;
- Professional coaching and training programs; and
- 120 hours of vacation, 12 paid holidays, 1 personal holiday, and the office is closed the last two weeks of the year.

### **To Apply**

Applicants should email a resume, writing sample, and cover letter to [admin@panasd.org](mailto:admin@panasd.org).