



NAKASEC
미주한인봉사교육단체협의회

NAKASEC Advocacy Manager

Title: Advocacy Manager

Type: Full-Time Position, Hybrid, Exempt

Location: Washington DC area (DMV area)

Annual Salary Range: \$60,000 - \$80,000

Supervisor: NAKASEC Organizing Director

About NAKASEC

The National Korean American Service & Education Consortium (NAKASEC) is a leading Asian American immigrant justice organization advocating for systemic change at the local, state, and federal levels. NAKASEC is a network of affiliate grassroots community-based organizations in six states (IL, NY/NJ, PA, TX, and VA) and a national staff. Our mission is to organize Korean and Asian Americans to achieve social, racial, and economic justice.

The Advocacy Manager will lead the development, coordination and implementation of the NAKASEC network's policy agenda, and support affiliates with their local and state-based policy campaigns as needed. NAKASEC's national policy agenda is created, informed by, and agreed to by its affiliate grassroots bases and ultimately creates systemic change for the most marginalized in the immigrant community. The Advocacy Manager is an integral member of a staff leadership team that co-develops campaign and program strategy and builds resources for NAKASEC and the community we serve.

NAKASEC's Advocacy Manager reports to a NAKASEC Organizing Director. This position is based in the Washington D.C. area.

Major Responsibilities:

Policy Advocacy:

- Pro-actively lead the development and implementation of a comprehensive advocacy agenda on priority issues for the NAKASEC network that includes immigrant, racial, gender, and economic justice, immigrant integration, and other issues of importance to the Asian American and immigrant community.
- Proactively monitor policy issues and developments of importance to the NAKASEC network and provide analysis and strategic thinking to the network to maximize benefit and/or deter harm for our community.
- Monitor mainstream and other media daily to inform NAKASEC's policy and organizing development and strategy.



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- Facilitate communication and decision-making on policy with the community through participation in regular meetings with affiliates, meetings with impacted leaders, and other convening with community members.
- Build and nurture strategic relationships with policymakers, legislators, and key ally organizations.
- Produce weekly policy updates with pertinent information, analysis and action items for NAKASEC national staff and the NAKASEC network.
- Lead federal advocacy efforts and support local affiliate advocacy efforts as needed.
- Initiate and oversee the production of policy fact sheets, reports, talking points and toolkits for the NAKASEC network.
- Coordinate vote recommendations.
- Represent NAKASEC and speak at constituent, legislative and coalition partner meetings, events, and conferences.
- Work closely with the communications team to create and execute compelling communication strategies around advocacy priorities.

Staff Management

- Recruit, hiring and termination decisions, staff evaluation, train, and support advocacy staff, fellows and interns.
- Conduct regular check-ins and evaluations with advocacy staff.

Coalition Building

- Conduct advocacy and political training with NAKASEC members, the NAKASEC network and volunteer leaders.
- Build strong and strategic relationships with other organizations towards advancing NAKASEC's policy goals.
- Play a leadership role for NAKASEC in national coalition meetings and efforts that align with our vision and values.
- Provide leadership in coalition spaces, such as serving as a committee lead, co-chair and/or executive committee member.

Other duties as assigned.

Experience & Skills Needed:

- 3+ years experience in public policy advocacy.
- Strong analytical and creative thinking abilities.
- Strong public speaking skills.
- Strong writing skills.



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- Strong relationship building skills.
- Strong understanding of issues facing and commitment to working with the Asian American community and other marginalized communities including people of color, women, working class, and LGBTQ+ community members.
- Able to manage and complete day-to-day tasks and work independently.
- Can work well within and build a team.
- Able to work some evenings and weekends, and travel.
- Bilingual in English and an Asian language preferred.

NAKASEC is a 501(c)(3) nonprofit organization and an equal opportunity employer. People of color, women, queer, and non-binary folx are encouraged to apply.

Submit a cover letter, resume, a writing sample and a social media posting sample to:

jobs@nakasec.org

Deadline: February 21th, 2025. Interviews with potential candidates will be conducted on a rolling basis.