



Title: Policy and Programs Director
Job Status: Exempt
Reports to: Executive Director
Salary: commensurate with experience
Work Schedule: Full Time

Position Summary: The Policy and Programs Director will oversee the policy/advocacy arm of the organization. Specifically, the Policy and Programs Director will have the following duties:

- Oversee NAPAWF's program work including our Reproductive Justice, Anti-Trafficking and Immigrant Rights programs. Duties include the development of work plan, regular monitoring of goals, and evaluation;
- Work closely with staff and board to determine policy priorities and campaigns for the organization;
- Spearhead advocacy campaigns around NAPAWF priority issues, including production of public education materials, media outreach and coordination with NAPAWF chapters to implement local campaigns tied to NAPAWF's national policy issues;
- Represent NAPAWF at meetings, briefings, conferences and to media outlets through press statements, op-ed articles, blogs, and media inquiries.
- Educate federal legislators and the executive branch on issues that impact the lives of API women and girls through Hill meetings, briefings, and policy statements;
- Establish relationships and build coalitions with national and grassroots advocates to further NAPAWF's policy priorities through meetings and policy convenings;
- Engage in cross-movement building with civil rights, civil liberties, women's, religious, reproductive rights and justice, racial/ethnic justice, and immigrant rights groups around the country;
- Draft and review statements, sign-on letters, fact sheets and issue briefs for distribution to members, allies and general public;
- Draft NAPAWF's monthly e-newsletter;
- Work with staff to offer trainings for members and chapters on various API women's policy issues;
- Supervise and mentor program staff including reproductive justice fellow.
- Recruit and supervise law clerks and interns.
- Perform duties, as necessary, as a member of the senior management of NAPAWF including some grant planning, management and evaluation.

Qualifications:

- Be highly organized and responsible with a strong work ethic and responsive to deadlines.
- Must have very strong written and oral communication abilities that can communicate to multiple stakeholders.
- Be able to work independently, as well as on a team.
- Be outgoing, energetic, and have a friendly demeanor.
- Be open to learning and growing with a small, dynamic and growing organization
- Have a strong commitment to the mission of NAPAWF and the issues of API women and girls, social justice and human rights.
- Have extensive knowledge of API, women's, reproductive justice, immigrant rights and trafficking policy issues and connections to federal policy makers preferred.
- Over 2 years experience managing staff preferred.
- Law, public policy or public affairs degree strongly preferred.