



## **The Coalition for Asian American Children and Families (CACF) Seeks Policy Coordinator**

**Title:** Policy Coordinator

**Start Date:** Immediately

**Hours:** Full Time, Temporary (one year contract with possible renewal)

**Organizational Background:** The Coalition for Asian American Children and Families (CACF) is the nation's only pan-Asian children and families' advocacy organization bringing together community based organizations as well as youth and parents to fight for equity for Asian Pacific American (APA) children and families. CACF aims to improve the health and well-being of Asian Pacific American children in New York City. Founded in 1986, CACF works to transform the Asian Pacific American (APA) community through fostering collaboration, promoting community leadership, and building a collective voice. CACF is seeking a full-time Policy Coordinator to support various advocacy campaigns that aim to promote equity for the Asian Pacific American community in the City and State.

### **Primary Responsibilities**

The Policy Coordinator will develop and organize support for CACF's policy and legislative agenda. Candidates must be prepared to work closely with policymakers, CACF member agencies and partners, community leaders, elected and appointed officials and other advocacy organizations.

### **Policy/Advocacy**

- Collaborating with Co-Executive Directors and other CACF team members on campaigns
- Supporting and coordinating advocacy driven coalition building work in the areas of child welfare, education, health, budget advocacy, youth services, and Asian Pacific American issues
- Meeting with and convening CACF member agencies to learn about ongoing issues and provide opportunities for information exchange, strategizing, and peer support
- Conducting policy research and analysis, including community needs assessments
- Writing policy position papers, public testimony, and memoranda

### **Qualifications, Education and Experience**

#### *Required*

- Commitment to CACF's mission, children's rights, and social justice
- Bachelor's degree with at least 1-2 years work/internship experience
- Understanding of Asian Pacific American communities and/or non-profit organizations
- Excellent oral and written communication skills; persuasive communicator with a keen eye for detail
- Capacities to lead, innovate, break new ground, take risks, and take public stances on issues
- Ability to work with diverse staff and flexibility to work on multiple tasks under pressure
- Interest in legislative, budget, and administrative advocacy and policy making
- Excellent skills in researching and identifying new policy/advocacy opportunities
- Ability to set priorities among multiple responsibilities
- Strong computer skills including proficiency in Microsoft Office Suite and Google Docs

#### *Preferred*

- Master's degree or minimum of three years of experience in a non-profit organization or functional equivalent
- Previous knowledge or experience in child care, education, health, budget advocacy, Asian American issues, and leading advocacy campaigns
- Demonstrated ability to work effectively with varied constituencies, including staff, social service



- organizations, elected and appointed officials, and government agencies
- Ability to write and speak an Asian dialect preferred

**Salary and Benefits**

Salary is commensurate with experience. Excellent medical, dental, and vision benefits. Four weeks vacation plus paid holidays. 403(b) plan option and pre-tax deduction Metrocard.

***Deadline to apply is January 31, 2018. Interested candidates should send a résumé, cover letter, and writing sample (3 pages) to [jobs@cacf.org](mailto:jobs@cacf.org). For further information about CACF, please visit our website at [www.cacf.org](http://www.cacf.org).***