



Illinois Coalition for Immigrant and Refugee Rights
Position Announcement

Title: Policy Manager

Reports to: Health Policy Director

Agency and position description: The Illinois Coalition for Immigrant & Refugee Rights (ICIRR) is a coalition of more than 100 member organizations that works through its membership (community organizations, labor unions, religious institutions, social service agencies, ethnic associations, etc.) to build power and advance a pro-immigrant platform at local, state, and national levels. The ICIRR mission is to promote the full and equal participation of immigrants and refugees in the political, civic and economic life of our diverse society. In partnership with our member organizations, ICIRR educates and organizes immigrant and refugee communities to assert their rights; promotes citizenship and civic participation; monitors, analyzes, and advocates on immigrant-related issues; and, informs the general public about the contributions of immigrants and refugees.

We have a strong team with a diverse range of skills and an even more diverse range of nationalities and life experiences. As a mission-driven, justice organization, we hold ourselves to high standards, and we take our work very seriously. We know that if we do our jobs well, people from our communities will suffer less and have more opportunity to build the kind of lives they want for their families. For additional information regarding our organization, please visit us at www.ICIRR.org.

The primary role of the Policy Manager is to help drive and support multiple policy initiatives, with a primary focus on our immigrant health and human services, builds and maintains relationships with ICIRR member organizations and allies, and supports the policy and organizing team. This staff member is an integral part of the Policy department, and as such reports to the Health Policy Director and collaborates on a day-to-day basis with the policy team.

Specific Responsibilities:

- ◆ Participate in ICIRR all staff meetings
- ◆ Support organization-wide events and activities
- ◆ Identify and build relationships with relevant city, county and state-level policy targets
- ◆ Help convene and staff the Illinois Alliance for Welcoming Healthcare.
- ◆ Support the Healthy Communities Cook County (HC3) coalition with research, policy analysis and help identify potential members and allies

- ◆ Facilitate participation of relevant stakeholders, including ICIRR member organizations and allies, including for issues such as language access
- ◆ Analyze health and human services data, research and reports to identify and develop potential policy solutions and programs. Prepare policy reports or briefings detailing findings, recommendations, or conclusions.
- ◆ Work with ICIRR's organizing and program departments to identify new policy issues
- ◆ Conduct research to identify relevant advocacy targets (e.g., policymakers), community spokespersons, and media outlets who may be appropriate to promote the organization's goals and activities.
- ◆ Assist with the Development department in grant related reports and applications.
- ◆ Respond to requests for health and human services technical assistance or policy related clarification from member organizations and staff.

Qualifications:

- Team-work oriented
- At least three years of experience working in policy or related field
- Demonstrated experience in management or team leadership
- Minimum of a Bachelor's Degree Public Policy or Public Administration or related field-- postgraduate degree preferred
- Analyze and interpret data and evaluate operational situations
- A car or access to a car and valid driver's license are required
- Experience working with communities of color and /or other marginalized groups; particularly with immigrants and/or refugees
- Working experience in community organizing and/or legislative advocacy campaigns, with some formal training preferred
- Bilingual language capacity strongly preferred, especially Spanish
- Excellent interpersonal and writing skills; experience and comfort in public speaking
- Excellent leadership abilities and superior organizational skills; detail-oriented with the ability to juggle many different tasks simultaneously and complete them in a timely manner
- Experience using Microsoft software programs (including Word, Excel, and PowerPoint), academic journals, basic knowledge of using the American Community Survey (ACS) and the U.S. Census Bureau Data

Salary: Commensurate with experience and qualifications, plus generous benefits

ICIRR is an equal opportunity/affirmative action employer.

This position is part of the National Organization of Legal Service Workers.

To apply: send cover letter, resume and short writing sample to jobs@icirr.org. No phone calls, please.