



Job Title: Policy and Advocacy Manager, Multilingual Learners

About The Position: The Policy and Advocacy Manager, Multilingual Learners is responsible for advancing the Consortium for English Learner Success policy and advocacy initiatives for multilingual learners and dual language learners. This position will represent the Consortium in multiple coalitions and manage the Consortium for English Learner Success, a coalition of 100 organizations working to improve English learner policy and practice in Los Angeles. The manager strengthens coalition-building efforts, and works with elected officials to raise awareness on key issues impacting the Multilingual learners in Los Angeles County. The Manager will also identify high-visibility opportunities for raising Multilingual learner policy priorities at the state and local level with decision-makers and target audiences.

The manager will be an integral part of ABC's Policy and Advocacy Team and reports to the Director of Policy and Advocacy. The manager supervises the Communications and Policy Coordinator. In the absence of a Director of Policy and Advocacy, the manager reports to the Director of Strategic Initiatives as well as ABC's Executive Director.

About the organization: [Alliance for a Better Community \(ABC\)](#) is a nonprofit 501(c)3 advancing social, economic, and racial equity and justice for the Latino/a community and the Los Angeles region through power building and policy advocacy. ABC seeks to create a vibrant Los Angeles community where all families enjoy full access to economic opportunities, high-quality education, healthcare, safe communities, and meaningful civic engagement.

Responsibilities:

- Leads the project management for the Consortium for English Learner Success. The Consortium advocates for an educational system that supports the needs and embraces the assets of English Learner (EL) students and dual language learners (DLLs).
- Leads the planning and coordination for quarterly Consortium for English Learner Success Convenings, supports strategy development and oversees logistics in collaboration with key partner organizations.
- Leads the planning and implementation of recurring Consortium Advisory meetings with a group of over seven local organizational partners.

- Leads the planning and implementation of the Consortium's Grassroots Organizing Workgroup and provides support to the Policy Workgroup.
- Leads state policy and budget efforts at the state and local level on issues related to multilingual learners and dual language learners (DLLs).
- Advises EL Consortium's Advisory Committee on policy trends, critical issue areas and recommended actions.
- Develops grassroots policy recommendations that uplift the voices and stories of Multilingual learners across Los Angeles and incorporate powerful and relevant data.
- Works collaboratively with state and local elected officials, their staff, and community partners to identify and advocate for systemic opportunities and policies that address the needs of multilingual learners in Los Angeles County and California.
- Supports the EL Consortium's Advisory Committee in the planning, and implementation of the English Learner Narrative Change project.
- Coordinates and co-leads EL Narrative Change project meetings with partner organizations and third-party consultants.
- Manages sub-grants to strengthen the internal communications and organizational capacity of community-based organizations engaged in the EL Consortium.
- Helps the EL Consortium build support and visibility on social media (Twitter, LinkedIn, Facebook, and Instagram) by strategizing content.
- Assists in creating content for blog posts, policy briefs, newsletters, and press releases supporting EL Consortium deliverables.
- Assists the communications and policy team in developing campaign strategies, tactics, and messaging.
- Assists with developing written content for EL Narrative Change and EL Consortium for outward facing documents.
- Works in collaboration with the EL Consortium Co-Chairs to uplift Multilingual-specific policies and priorities.
- Participates in meetings on behalf of the EL Consortium, prepares meeting materials, and schedules and facilitates and leads meetings as needed.
- Supports fund development efforts, reports and proposals.
- Drafts talking points, opinion editorials, social and print media content, collateral material, and other public pieces that highlight the EL Consortium's policy priorities, strategies and successes
- Performs other duties as assigned.

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Duties, responsibilities, and activities may change, or new ones may be assigned at any time, with or without notice.

Qualifications/Experience

- *Education:* Minimum of a Bachelor's Degree, in public policy, education or a related field. Masters Degree preferred.
- *Experience:* Must have a minimum of 5 years full-time experience in education policy.
- *Content Knowledge:* Must have a proven ability to analyze state and local policy. Preference for individuals with prior experience on multilingual learner policy. Substantial knowledge of Los Angeles and California public policy issues.
- *Community Knowledge:* Priority will be given to applicants with experience working within the Los Angeles city, school districts, public agencies and local community organizations.
- *Leadership Skills:* Strong leadership skills with a proven track record in leading broad-based efforts with diverse stakeholders and partners. Must have the ability to step into the position and quickly develop strategies to meet goals and objectives. Contributes positively to the work culture by being solutions-oriented and a team player.
- *Collaboration:* Able to work independently, within a team environment and lead collaborative efforts to accomplish collective goals and objectives. Maintain positive working relationships with organizational leadership and staff to meet collective goals.
- *Organizational Skills:* Excellent project management and multi-tasking skills (i.e. strong attention to detail, creating and monitoring project budgets and timelines, proper documentation of work and record keeping, and prioritizing work effectively).
- *Communications Skills:* Superior interpersonal, verbal, and written communication skills. Proven ability to establish and maintain high-priority relationships. Preference for bilingual or multilingual candidates. Excellent written and verbal communication skills.
- An understanding of English Learner and Dual Language Learner challenges and successes.
- Demonstrated commitment to social and racial justice.
- Proven ability to successfully manage several projects simultaneously.
- Experience working in a non-profit environment.
- Lived experience as a former multilingual learner a plus.

Compensation: Salary will be commensurate with experience and qualifications. Highly competitive benefits package includes medical, dental, vision, chiropractic, acupuncture, life insurance coverage, PTO, Employee Wellness Days, and a 403(b) plan. The start date is immediate.

Workload and Physical Demands

This position will require weekend and evening work as well as travel. The physical demands described here represent those that must be met by an employee to perform the essential functions of this position successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions. While performing this position, the employee is regularly required to operate a personal computer for up to 8 hours a day, to talk on the telephone or webcam for multiple hours per day, and to have the ability to talk and hear. The employee is occasionally required to support outdoor events and to lift and/or move up to 40 pounds.

Because this position has responsibilities requiring direct interactions with others, the employee will need to be fully vaccinated against COVID-19, although reasonable accommodation requests will be considered.

Alliance for a Better Community (ABC) is an equal opportunity employer that values diversity. We encourage candidates from all backgrounds to apply for this opportunity. Our policy is to ensure that all individuals are treated equally regardless of age, color, disability, or gender.

How To Apply: Please email your cover letter, resume and a writing sample to jobs@afabc.org with the subject line “Policy and Advocacy Manager, Multilingual Learners ” and fill out this form as part of your application.