



**JOB POSTING:  
POLICY MANAGER  
Application Deadline: August 14, 2023**

**Job title:** Policy Manager

**Reports to:** Deputy Director & Women's Program Director

**Job Type:** Full-time

**Salary:** From \$60,000

**Application Link:** <https://forms.office.com/r/gXWzPNX5Ex>

The mission of The Advocates for Human Rights is to implement international human rights standards to promote civil society and reinforce the rule of law. By involving volunteers in research, education, and advocacy, we build broad constituencies in the United States and select global communities.

**Program Summary**

The **Women's Human Rights Program** applies international human rights standards to advocate for women's rights in the United States and around the world. Using research, education and advocacy, the program partners with local organizations overseas and in the United States to document domestic violence, rape, employment discrimination, sexual harassment in the workplace and trafficking in women and girls for commercial sexual exploitation. The **Research, Education and Advocacy** team includes The Advocates' domestic policy advocacy, pro bono and volunteer engagement, and training and technical assistance groups.

The Advocates' court monitoring projects engage hundreds of volunteers in monitoring proceedings in gender-based violence cases and immigration court. This position will help leverage the data collected into concrete policy advocacy strategies and mobilize volunteers to advocate for change.

**Program Summary**

The Policy Manager will split their time between the Women's Human Rights Program and Research, Education and Advocacy Program, supporting the domestic policy advocacy priorities of the organization. The Policy Manager will develop, manage, and implement our state and local policy agenda, driven by WATCH court observation, immigration court observation, and other advocacy priorities. The Policy Manager will work closely with the program directors, project coordinators and program teams to identify and execute policy positions and advocacy strategies.

## **Primary Duties and Responsibilities**

The Policy Manager will be responsible for the following:

### **Court Observation**

- Work with the WATCH and Immigration Court Observation Project coordinators to develop training of new volunteers and engage existing volunteers in advocacy.
- Attend in-person and virtual hearings to identify policy priorities and advocacy opportunities.

### **Advocacy**

- Be responsible for advocacy on state and local policies impacting the organization's key priorities, centering human rights in the policy discussion.
- Monitor policy developments, including new laws, regulations, rules, and other policies. Develop and coordinate organizational response strategy.
- Lead drafting of testimony, regulatory comments, analysis, commentary, and training relating to state and local policy. Testify at public hearings, represent the organization at meetings. Engage in direct and grassroots lobbying on priority issues.

### **Coalition Representation**

- Build and maintain relationships with systems actors, including courts, administrative agencies, and elected officials, and with coalition and community partners.
- Represent the organization in ad hoc and ongoing coalitions, task forces, and working groups.
- Serve as lead point-of-contact with systems actors and coalition partners for the organization's two court monitoring projects.

### **Research and Writing**

- Regularly synthesize and analyze qualitative data from court observations, desk research, case files, and individual experts.
- Identify thematic areas of focus, develop monitoring methodologies, research and draft reports, issue briefs, and other publications.

### **Advocacy interventions**

- Monitor volunteer debriefs with staff to identify problem areas for intervention, follow-up, or further investigation.
- Conduct low-level interventions with systems actors on areas of concern that are observed in courts with the staff attorney.
- Develop strategies to escalate interventions as needed to accomplish policy goals.

### **Other**

- Work closely with internal stakeholders to develop organizational positions on policies impacting key organizational priorities, including migrant's and women's human rights, and intersectional human rights issues including racial justice and economic, social, and cultural rights.

- Work with pro bono partners to engage in research and advocacy, consistent with The Advocates' mission to engage volunteers in hands-on human rights work.
- Participate as a full member of the staff, including attending staff meetings, organizational events, helping with "everyone on deck" projects, and other duties as assigned.

### **Qualifications**

Qualifications include a bachelor's degree or equivalent experience working in this field. The ideal candidate will have 5 years of experience. The ideal candidate understands the dynamics of or is willing to learn about violence against women and immigration. They will have experience in policy advocacy and working with impacted communities and different stakeholders. Strong research and writing skills are required. Excellent interpersonal, organizational, and detail-oriented skills are recommended.

### **Compensation**

Compensation is commensurate with experience and is consistent with similarly sized nonprofits in the Twin Cities Area. Our generous benefit package includes vacation, medical, dental, long-term disability/AD+D/life insurance, and pre-tax retirement plan.

### **To Apply**

Please use the following link to submit your application, letter of interest, and resume:  
<https://forms.office.com/r/gXWzPNX5Ex>

**No phone calls or e-mail inquiries, please.**

**Application Deadline: Monday, August 14, 2023**

*The Advocates for Human Rights is an equal opportunity employer. The Advocates is committed to cultural diversity and does not discriminate on the basis of race, color, sex, age, religion, sexual orientation, disability or any other legally protected status.*