POLICY COUNSEL

NAPABA is seeking a passionate and skilled advocate to further NAPABA’s standing as the national voice for the Asian Pacific American legal community and beyond. The ideal candidate will have legislative and public policy experience, an understanding and passion for civil rights issues, and experience working with local, state, and national partner organizations and community allies. The ideal candidate should have knowledge of, and a demonstrated commitment to issues relevant to the Asian Pacific American community (including, but not limited to: hate crimes, immigration, voting rights, language justice) and be a proponent of achieving meaningful representation and influence of Asian Pacific American attorneys in every facet and at every level of the legal profession and beyond. The ideal candidate also must be able to work in a fast-paced environment and be responsive to breaking events affecting the Asian Pacific American population.

SUMMARY OF FUNCTIONS
The Policy Counsel will work under the supervision of NAPABA’s Policy Director to advance NAPABA’s advocacy, policy, and other strategic initiatives to protect the rights and interests of Asian Pacific Americans in everyday life, to promote the advancement of Asian Pacific Americans to positions of leadership and influence in the legal profession and advance public policy issues important to the Asian Pacific American community. Responsibilities include tracking relevant legislation, conducting outreach and advocacy to congressional offices, policy analysis, program management and execution, research and writing, and the maintenance and strengthening of external relationships with local and national bar associations, community allies, coalition partners, and legislators.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage and execute NAPABA’s policy and advocacy strategic initiatives.
- Respond to fast-breaking developments in the civil rights and other legal arenas.
- Develop recommendations on policy positions, an advocacy agenda, and programs (i.e. hate crimes, immigration, voting rights, language justice, etc.) that supports the organization’s strategic goals.
- Write and edit letters, press releases, action alerts, congressional testimony, briefing memos, op-ed pieces, blog posts, and other materials necessary to advance NAPABA’s legislative and policy priorities.
- Represent NAPABA at meetings with congressional staffers, advocacy groups, coalition partners, and other stakeholders.
- Cultivate relationships with elected and appointed officials, policy makers, and government leaders.
• Support NAPABA’s participation as *amicus curiae* in legal cases involving important legal issues and issues of concern to the Asian Pacific American community.
• Administer the development and adoption of new resolutions proposed by the membership to the Board.
• Research and analyze issues related to diversity and inclusion in the legal profession.
• Provide rapid responses to developing issues.
• Work with NAPABA committees and local affiliated bar associations to deepen engagement and involvement in substantive issue areas.
• Plan and execute NAPABA Lobby Day, which involves issue-specific training and Hill visits for members from around the country.
• Provide expertise and advice related to the substantive content of webinars, presentations, and other continuing education programs, including at the NAPABA Convention and/or other meetings.
• Supervision of full-time staff, law clerks, and interns.

**QUALIFICATIONS**

• JD strongly preferred
• 4-7 years of legislative, policy, advocacy, or other relevant experience required.
• Strong project management skills.
• Hill experience strongly preferred.
• Experience working on issues affecting the Asian Pacific American community strongly preferred.
• Exceptional writing, editing, and research skills.
• Excellent interpersonal and communications skills.
• Excellent analytical and problem solving skills.
• Excellent public speaking and presentation skills.
• Ability to think critically and strategically.
• Excellent member-oriented ethic and ability to interact positively and effectively with a variety of audiences (including internal and external stakeholders) using written, verbal, and nonverbal communications.
• Ability to work accurately and efficiently under pressure and with multiple deadlines.
• Strict attention to detail.
• Capacity to adapt to new issues as they emerge.
• Ability to use good judgment and work independently in a multi-task position.
• Solid time management and organizational skills.
• Ability to interact effectively with staff, membership, the public, the board of directors, and volunteers.
• Fluency or ability to develop fluency with work process tools used by the team, including Microsoft Office, Slack, Asana, Box, and others.

**PHYSICAL REQUIREMENTS**

• 37 ½ work week, flexible hours, and remote work days.
• Must be physically located in the DC/VA/MD area and be present on-site and available throughout the Convention and other NAPABA events.
• Travel is estimated at two to three weeks in a 12-month period.
**SALARY**

$80,000 - $95,000 commensurate with experience

**BENEFITS**

Full-time employees are entitled to participate in our employee benefits program in accordance with our policies and after meeting any applicable eligibility requirements. NAPABA provides exceptional benefits including medical, dental, vision, and life insurance, short- and long-term disability, health reimbursement account, 401k retirement plan matching program up to 6%, generous leave time including, and observance of all federal holidays.

**TO APPLY**

- Applications will be reviewed on a rolling basis.
- Writing Exercise: Please submit a one-page organizational statement on a current issue of importance to the Asian Pacific American community using one of NAPABA’s policy resolutions as a foundation for NAPABA’s position in communicating our stance to membership.
- Please submit your resume, cover letter, three references, and writing exercise (see above) in a singular PDF to admin@napaba.org.

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**About NAPABA**

The National Asian Pacific American Bar Association (NAPABA) represents the interests of 60,000 legal professionals and nearly 90 national, state, and local Asian Pacific American bar associations. NAPABA is a leader in addressing civil rights issues confronting Asian Pacific American communities. Through its national network, NAPABA provides a strong voice for increased diversity in government and the judiciary on the local, state, and federal levels, advocates for equal opportunity in the workplace, works to eliminate hate crimes and anti-immigrant sentiment, and promotes the professional development of people of color in the legal profession.