



Manager of Systems Advocacy & Public Policy

Salary: \$55,000+

Status: Full-time, exempt

AFSSA is seeking a Systems Advocacy & Public Policy Manager. Reporting to the Director of Community Services, the Manager of Systems Advocacy & Public Policy will lead the agency's efforts to change the systems that hold violence in place.

ABOUT ASIAN FAMILY SUPPORT SERVICES OF AUSTIN (AFSSA)

AFSSA is a non-profit organization located in Austin, Texas with a staff of thirty-seven professionals who are All Heart, All Ways in breaking the cycle of violence in Asian and immigrant communities. Through education, advocacy, and empowerment, we create a world without violence, centering on Asian and immigrant survivors of sexual violence, domestic violence, human trafficking, and stalking. We offer prevention education to increase community awareness and systems operators' awareness of the various forms of gender-based violence and oppression, and direct services that help survivors stay safe and empowered to create the lives they dream.

AFSSA supports our dedicated team of professionals by providing medical, dental, and vision insurance at no cost to employees. Paired with a generous annual time-off policy, AFSSA demonstrates our values through a high level of care for our employees. Time-off includes up to: 208 hours of paid time off; 40 hours of Floating Holidays; 48 hours of Official Holidays; and Comp time. AFSSA offers a 401k retirement program with an employer match.

Guided by our core values of Prevention, Advocacy, Responsiveness, and Transformation, AFSSA provides high quality, client-centered, and strengths-based survivor and community services in Central Texas.

POSITION SUMMARY

Reporting to the Director of Community Services, the Manager of Systems Advocacy & Public Policy will lead AFSSA's efforts to change the systems that hold violence in place by:

- Build well-prepared teams to interface with the legislature, judicial system, law enforcement, health/medical systems, and the general community with regard to subject matter expertise and population impact;
- Lead the development and implementation of well-written strategic plans that promote the systemic change
- Monitor current and proposed local, state, and federal legislation with the potential to positively or negatively affect AAPI and immigrant survivors. Legislation or proposed rules that proactively discourage or stop domestic and sexual violence would also be tracked;
- Report observations, analyses, recommendations, environmental scans to AFSSA Leadership Team and community stakeholders at regular intervals; produce impact statements and position papers for internal and external audiences
- Communicate on regular, prescribed intervals with AFSSA stakeholders and audiences regarding policies that affect Asian and immigrant survivors of violence;
- Create a library of white papers on issues faced by Asian and immigrant survivors of violence, with proposed solutions, to be shared with local, state, federal institutions/contacts,
- Improve existing training program for law enforcement and the courts that addresses myths and misconceptions about gender-based violence and Asian and immigrant people. The goal is to provide a clear understanding of the unique barriers faced by this population and foster collaboration to increase access to services, investments in protective factors

ESSENTIAL JOB FUNCTIONS

- Build, manage, and supervise a team that works to end violence in Asian and immigrant communities
- Project development and management of all activities of the team.
- Coordinate and align activities of the advocacy, policy and training arms of the team.
- Build relationships with members of state and local agency leaders and elected officials, courts officials, and community leaders, and maintain a database of all contacts

- Develop and maintain a system to monitor/track proposed legislation, and City/County ordinances and policy proposals that have the potential to affect AAPI and immigrant survivors and or reduce/end gender-based violence
- Build a document library containing: white papers, data trends, current events that could be used as a catalyst for change
- Production of applicable grant reports
- Participate in internal and external meetings as required
- Adhere to all agency, state and federal policies and regulations
- Perform other duties as assigned

REQUIRED EXPERIENCE, SKILLS & EDUCATION

- Bachelor's or Master's in Project Management /Political Science /Public Policy Administration, OR an equivalent combination of education and experience
- Experience in management including: personnel and volunteer management, coaching, project planning and evaluation, risk management, and budget management
- Effective time management skills and quick turnaround on projects
- High level research abilities, including use of LexisNexis, Texas Legislature Online, and U.S. House and Senate legislation tracking
- Knowledge of local, state, and federal governments and how they are organized and operate
- High level communication (written and verbal) and interpersonal skills, and a communication style that is transparent and direct. Writing and presentation skills must be top notch.
- Knowledge of culturally grounded service provision in traditionally underserved populations
- Knowledge of Asian cultures, respect for all cultures, and ability to interact with diverse groups
- Ability to maintain effective relationships with staff, volunteers, community, and national partners
- Must submit to and successfully complete a background investigation
- Must have own transportation for frequent travel within the metropolitan area
- Proficiency using technology: MS Office software, databases, government
- Successfully complete a background investigation

OTHER REQUIREMENTS

- Initiative, a self-starter
- Ability to prioritize demands
- Valid U.S. work permit
- Familiarity with one or more Asian languages (fluency preferred)

SPECIFICATIONS

- **FLSA Status:** Full-Time Exempt
- **Salary:** \$55,000+
- **Location:** Austin Texas
- **Benefits:** 100% employer paid medical, dental, and vision insurance. 401k program (up to 3% employer match). Generous Paid Time-Off (PTO, accrued semi-monthly @ 8 hrs per pay period), five (5) Floating Holidays, six (6) Official Holidays, and Comp time.
- **Hours:** Minimum of 40 hours per week, including evenings and weekend commitments
- **Required:** Valid U.S. work permit
- **Required:** Occasional use of self-insured personal vehicle
- **Required:** Valid Texas Driver's License
- **Note:** This position is subject to grant funding