

## **(Senior) Policy Counsel**

### **ABOUT THE CENTER FOR GENDER & REFUGEE STUDIES (CGRS)**

The [Center for Gender & Refugee Studies \(CGRS\)](https://cgrs.uclawsf.edu) defends the human rights of people seeking asylum in the United States. With strategic focus and unparalleled legal expertise, CGRS has for over 25 years championed the most challenging cases, fought for due process, and promoted policies to ensure safety and justice for refugees.

With the right to seek asylum under direct attack—and at the center of the national political conversation—it is critical that advocates and communities come together to ensure fair and dignified treatment for newcomers seeking refuge. CGRS's integrated litigation, policy advocacy, and technical assistance and training programs position us as a trusted partner with a track record of empowering advocates. We are poised to lead in this arena, serve as a counterweight to anti-asylum forces, and advance solutions for a just system that protects people seeking asylum and helps our communities thrive.

### **THE ROLE AND RESPONSIBILITIES**

The (Senior) Policy Counsel is an asylum policy expert who will play a lead role in driving CGRS's federal policy work through analysis and advocacy. They will work closely with CGRS's litigation, attorney education, and policy programs to implement our policy agenda, including drafting regulatory comments and legislation, conducting research, developing reports, explainers, and other materials in support of CGRS's policy and advocacy agenda, providing counsel and strategic guidance to support asylum advocates' work, and representing CGRS before Congress, administrative agencies, and with partner organizations and coalitions. The (Senior) Policy Counsel will have the opportunity to help develop creative advocacy strategies grounded in the experiences of the people directly impacted by forced displacement and using innovative media and communications strategies. This position will report directly to the Director of Policy & Advocacy.

There is a strong preference for the individual to reside in the Washington, DC area; we will also consider in-person or remote candidates based in California.

This is a one-year position with the possibility for renewal dependent on funding.

### **Strategy and Advocacy**

- Support CGRS leadership in strengthening our federal policy agenda and developing a California policy agenda with priorities designed to defend and expand the right to seek asylum.
- Serve as CGRS's representative in Washington, D.C. advocating to advance positive asylum policies.
- Maintain relationship with congressional office, cultivate congressional champions, and support educational briefings for congressional staff.

## **Research, Analysis, and Publications**

- Conduct and lead work in the areas of legislative, regulatory, and policy analysis to protect the right to seek asylum, including drafting, commenting on, and revising proposed legislation, including appropriations; providing expert analysis and advice on pending legislation for stakeholders including federal and state agency staff and partner organizations; participating in oversight activities and rapid response efforts; supporting CGRS staff and external partners including people with lived experience of forced displacement in testifying at legislative hearings and briefings, and drafting comments on federal rulemaking and other executive action.
- Conduct research, draft and provide feedback on reports, explainers, factsheets, one-pagers, talking points, and other materials in support of CGRS's policy and advocacy agenda in collaboration with the CGRS team.
- Adapt both written and oral communication for multiple diverse audiences, including policymakers, funders, asylum seekers and others with lived experience of forced displacement, and the public.

## **Partnerships and Coalitions**

- In collaboration with the policy and advocacy team, coordinate and facilitate meetings with key stakeholders including legislative staff, agency officials, and partner organizations to strategize on defending the right to seek asylum.
- Represent CGRS on external calls and webinars and direct partners to advocacy and legal resources to meet their needs.
- Working with CGRS leadership, serve as media spokesperson, provide expert commentary on asylum issues, present at national conferences, and engage in other public communications that advance CGRS's mission and policy priorities.

## **Organizational Role**

- Partner with the development team as requested to support CGRS resource generation activities.
- Track outreach and engagement through CGRS's unique asylum case database and work with CGRS staff to analyze trends to support advocacy.
- Support on other program work as needed.
- Travel to San Francisco for annual staff retreat.

## **REQUIREMENTS**

### **Education and Experience**

- J.D. with at least five years of relevant professional experience.

### **Knowledge, Skills, and Abilities**

#### *Required*

- Expertise in asylum and/or immigration law and policy.

- Significant experience working with relevant stakeholders on developing legislation, regulations, and other policy.
- Experience with public policy and with understanding and communicating complex government policies and procedures with external stakeholders.
- Demonstrated ability to produce high quality policy analysis and content for use in a range of advocacy efforts with diverse audiences, including drafting legislative testimony, comments, know-your-rights materials, reports, one-pagers, and social media posts.
- Demonstrated experience working with coalitions and advocacy partners.
- Strong presentation skills, written and oral; comfort speaking to the public and with press and translating complex policy issues for a broad audience.
- Strong attention to detail, meticulous note-taking, strong organizational skills, and strong ability to synthesize information and memorialize it in an accessible manner.

*Preferred*

- Strong preference for candidates with lived experience of forced displacement.
- Fluency in Spanish.
- Experience with public affairs constituent relationship management (CRM) systems and other engagement tools.

*The skills listed above are comprehensive, and we understand there are great candidates who possess only a subset of those skills, or who have other important skills. If you match some of these skills, please do not hesitate to apply.*

**HIRING SALARY RANGE** \$90,000 - \$120,000 commensurate on experience

**BENEFITS**

**Health and Welfare Benefits**

- Comprehensive medical, dental and vision insurance coverage
- Flexible Spending Accounts for transportation-related, healthcare, and dependent care expenses
- Employee Assistance Program

**For Your Financial Future**

- Life Insurance, Disability Insurance, and Legal Insurance
- University of California Retirement Plan (a defined benefit plan)
- Deferred Compensation Plans/Pre-tax Retirement Savings Programs

**For Your Work/Life Balance**

- Fifteen paid holidays per year
- Generous vacation and sick leave
- Commuter Benefits Program

## **THE HIRING PROCESS**

To apply, [please submit a cover letter and resume at this link](#). **CGRS will review applications on a rolling basis and encourages individuals to apply by February 3, 2025.**

**This position has been designated as “sensitive” and requires a pre-employment background check.**

*Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please [contact Human Resources](#) if you require a reasonable accommodation to apply for a job. Examples of reasonable accommodation include making a change to the application process, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.*

## **WHAT TO EXPECT**

Applicants who meet the position requirements will be competitively evaluated to identify the individuals whose breadth and depth of experience and education most closely relate to the stated requirements and the needs of the College. Depending on the quality and number of the applications received, only the better qualified applicants may be contacted for an interview.

**The position is open until filled.**

*UC Law SF is an Equal Opportunity Employer. UC Law SF strives to provide a diverse and inclusive educational environment that fosters cultural awareness, mutual understanding, and respect. UC Law SF is interested in candidates who will contribute to diversity and equal opportunity in higher education through their teaching. Qualified women and members of underrepresented minority groups are strongly encouraged to apply.*