

Political Director

Seniority Level: Senior Staff

Industry: Non-profit Organization, Immigrant Rights

Employment Type: Full-Time, Exempt

Exempt Employment Location: Pennsylvania

ABOUT US:

The Pennsylvania Immigration & Citizenship Coalition (PICC) is a diverse coalition of member organizations that span across Pennsylvania. Our membership includes community groups, social, health, and legal service providers, advocacy organizations, labor unions, and faith communities. PICC plays a unique role as the only statewide coalition in Pennsylvania that brings together organizations and individuals representing different ethnicities, immigration statuses, faiths, and other backgrounds to work collectively on immigrant rights in Pennsylvania.

WHO YOU ARE:

The Political Director leads PICC's policy advocacy and provides political analysis and strategy for active campaigns. The Political Director works within the Campaigns Department, with a focus on increasing the political power of immigrant and refugee communities - by serving as PICC's as the point of contact in the state capitol (Harrisburg) and by developing a deeper level of coordination and collaboration between community-led organizations, policymakers, and progressive allies on the federal, state and local levels. The Political Director serves as a member of PICC's senior leadership team that shapes strategic thinking for the organization, including fundraising, communications, and planning. When applicable, the Political Director supervises the Civic Engagement Manager. This position reports directly to the Executive Director.

Key Responsibilities:

- Work closely with the Executive Director and the senior leadership team to ensure that the organization is serving its mission, achieving organizational goals, and maintaining a healthy culture.
- Serve as PICC's point of contact on the state level and co-leads PICC's advocacy efforts on the federal, state, and local levels of government.
- Lead PICC's internal political strategy and serve as a legislative information hub to PICC members on matters that potentially impact on-going issue advocacy campaigns.
- Support the Membership Director with engagement of PICC member organizations, including co-planning of member meetings and providing civics and political training to members.
- Co-facilitate (with the Membership Director) issue-campaign strategy formulation and implementation as needed.
- Contribute (with the Membership Director) to representing PICC in key partnerships and coalitions for local, state-wide, and federal advocacy efforts.
- Work with the Executive Director and leadership team to develop the fiscal year budget.
- Effectively supervise staff, and maintain confidentiality, discretion, and professionalism.
- Provide media interviews on key issues and current events, as needed.
- Support and - when necessary - take the lead on organization-wide events and activities, including direct actions, press conferences, rallies, lobby days, and other events as needed.

Required Qualifications:

- Established commitment to racial and gender equity and record of success working with communities of color, women, low-income people, LGBTQIA individuals, and other historically marginalized communities
- Strong belief in the mission of the organization and commitment to advancing racial equity and immigrant rights
- At least 5 years of experience with community organizing/base-building, working on issue-based campaigns, or policy advocacy and lobbying
- A minimum of 3 years experience as a supervisor; including experience effectively supervising interns and/or staff, and maintaining confidentiality, discretion, and professionalism;
- Significant experience working with elected officials at either the state, local, or federal levels
- Demonstrate a flexible and team-oriented approach to problem solving
- Highly effective interpersonal, leadership, consensus-building, and coalition-building skills, with ability to forge new relationships and foster existing ones.
- Ability to work collaboratively with multi-ethnic, multi-generational, or multi-sector communities;
- Skilled at multitasking and honoring multiple priorities in a timely manner;
- Strong interpersonal skills, with an emphasis on working collaboratively on team projects and clearly setting expectations and roles, and an ability to work well with others under pressure and creatively adapt strategies and tactics as needed;
- Excellent oral and written communications skills and an ability to reliably track and report on project outcomes;
- Willingness to: travel in Pennsylvania as deemed necessary; Occasionally work evenings and weekends to accommodate community leaders' schedules or attend key community events; Travel to regional and national convening events held outside of Pennsylvania (e.g., Washington, D.C.).

Preferred Qualifications:

- Knowledge of U.S. history of immigration policy, immigrant communities, or Pennsylvania's political landscape is a plus but not required.
- Experience with managing civic engagement activities, including voter registration, GOTV, and database management, is a plus but not required.
- Experience working in multilingual spaces is a plus but is not required.
- Fluency in a language other than English, which is reflective of Pennsylvania's immigrant communities, is a plus but not required.

What we offer:

- The starting salary for this position is \$78,000. PICC prides itself on having an equitable, transparent, and values-based pay scale for all its employees and strives to maintain a process to ensure pay equity at all levels of the organization.
- Competitive benefits package, which includes full medical coverage, 5% employer match, 401k match, individual wellness fund, paid vacation, mental health days, sick leave, 9 US holidays, 3 floating holidays, parental leave, and rejuvenation leave after 4 years of employment.



Persons of color and from immigrant backgrounds are strongly encouraged to apply. This position is based in Philadelphia and will require some travel statewide. This is a full-time position with occasional weekend and evening hours.

How to Apply:

Please submit a resume with a short introductory letter to jobs@paimmigrant.org with the subject line "Political Director":

All applications will be acknowledged with an initial automatic response, but only complete applications will be reviewed. **Applications will be reviewed on a rolling basis until the position is filled.**

The Pennsylvania Immigration & Citizenship Coalition is an equal-opportunity employer. Candidates for employment will be considered without regard to race or ethnicity, gender, age, national origin, marital status, disability, or sexual orientation. As part of this commitment, we have adopted a Ban the Box policy to ensure fair and inclusive hiring practices.