



# UC HASTINGS

COLLEGE OF THE LAW

EST. 1878

The University of California Hastings College of the Law was founded in 1878 as the law department of the University of California and was the first law school in California. Over the years, it has built a legacy and reputation of being a preeminent institution comprised of renowned faculty committed to the study of legal theory and research, preparing students for careers in the judicial system, public service, and industry.

The College is redefining legal education through an experiential, interdisciplinary, and international approach to the law. By integrating rigorous academics with hands-on practice, the College is preparing its graduates to tackle the legal challenges—and leverage the opportunities—of the 21st century.

## POLICY AND ADVOCACY COUNSEL/ASSOCIATE CENTER FOR GENDER AND REFUGEE STUDIES

**Classification:** Level 2 / Class Code 2051/ Full-Time / Exempt / Benefited

**Hiring Salary Range:** \$70,000 - \$85,000 annually (commensurate with qualifications)

**Posting Date:** 2/28/2020

**Location:** Washington, D.C.

## ABOUT CGRS

The Center for Gender and Refugee Studies (CGRS), based at the University of California Hastings College of the Law, one of the nation's leading refugee research and advocacy organizations, works to advance the human rights of women, children, LGBT, and other refugees who flee persecution, both in the United States and internationally. We provide nationally recognized expert consultation, including trainings, resource development, and legal advice, in thousands of asylum cases each year, many of which result in grants of protection. CGRS also shapes asylum law through involvement in key cases with potential to set precedent, and ensures government accountability through groundbreaking and original research that analyzes adjudication trends. We improve conditions on the ground to prevent refugee flight by presenting the results of international human rights fact-finding, analyzing implementation of existing laws, and collaborating with grassroots movements to advocate for law reform and other justice measures. For more information about CGRS, visit <http://cgrs.uchastings.edu/>.

## THE ROLE

CGRS seeks Policy and Advocacy Counsel/Associate (title dependent on experience and qualifications) to be based full-time in Washington, D.C. This position will support our policy and advocacy efforts on behalf of women, children, LGBTQI individuals and others seeking asylum from gender-based violence and other forms of persecution. This position reports to the Director of Policy and Advocacy in San Francisco. The position is full-time for an initial period of one year, to be extended subject to availability of funding.

## RESPONSIBILITIES

Typical duties and responsibilities consist of, but are not limited to, the following:

- Assist in developing and implementing CGRS policy and advocacy goals, including via participation in internal and external strategy meetings as well as public education and outreach.
- Provide analysis and advice to CGRS leadership regarding administrative and Congressional action impacting refugees and asylum seekers, including monitoring of federal regulations and legislation.
- Participate in Congressional hearings and briefings, as well as public interest coalition meetings, non-profit working groups, and events to educate lawmakers, the public, and other stakeholders.
- Draft and distribute materials such as talking points, FAQs, one pagers, sign-on letters, testimony or statements for the record, questions for hearings, and comments on proposed rules in order to advance CGRS's goals.
- Develop and deepen positive working relationships with key congressional staff and administration officials, and contribute expert analysis to protect the rights of asylum seekers.
- In coordination with CGRS policy and advocacy staff, represent CGRS with the media and at briefings to educate partners and policy makers about CGRS's work.
- Schedule meetings and prepare related talking points and other written materials as needed, for example when CGRS colleagues travel to Washington, D.C.

## **REQUIREMENTS**

### **EDUCATION AND EXPERIENCE**

- JD preferred. Other candidates with significant relevant experience will be considered.
- 5 + years' relevant work experience, federal administrative and/or legislative experience preferred.

### **KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of federal administrative advocacy and policy processes as well as the legislative and appropriations process.
- Working knowledge of asylum issues and the refugee and immigrants' rights communities.
- Exceptional written and oral communication skills; ability to communicate well with a variety of stakeholders.
- Ability to take initiative, multi-task, and work independently.
- Spanish language ability desirable.
- Ability to travel frequently within U.S.
- Passion for CGRS's mission of ensuring asylum protection for survivors of gender-based violence, and an ability to communicate this to others.

## **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 (defined benefit)
- Deferred Compensation Plans/Pre-tax Retirement Savings Programs

### **For your Work/Life Balance**

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

## THE HIRING PROCESS

To Apply: <https://uc-hastings.breezy.hr/p/30464217770d-policy-and-advocacy-cousel-associate>

**Failure to provide the information as required on the application and/or instructions to apply shall immediately disqualify an applicant from employment consideration.**

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

**\*This position is on an annual contract renewal basis. Renewal is contingent upon satisfactory job performance and continued available funding for this position and department**

*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. Not all applicants will be contacted for an interview.

**The position is open until filled.**

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.

*UC Hastings College of the Law is an Equal Opportunity Employer. UC Hastings strives to provide a diverse and inclusive educational environment that fosters cultural awareness, mutual understanding and respect. UC Hastings College of the Law 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.*