



## Organization

The API Council unites all the neighborhoods of San Francisco, ethnic communities and issue areas, to promote inclusive and meaningful engagement of underserved APIs to strengthen the vibrancy of San Francisco. The API Council is 55-members strong and serves more than 250,000 residents through policy/advocacy, research and network development. API Council is at an exciting juncture as we turn 10 years old with increased investment to become a power building organization for APIs in San Francisco. New staffing positions are being developed to build the long-term community and organizational capacity of the Council. Community Youth Center of San Francisco acts as API Council's fiscal agent and employment will be under this entity.

For more information, please visit [www.apicouncil.org](http://www.apicouncil.org)

**Title:** Policy Director  
**Reports to:** Executive Director of API Council  
**Status:** Full Time, Exempt

## Position

Policy Director works in the program area of policy and advocacy using data and communications to expand API Council's influence in the San Francisco political landscape to support the needs of underserved API communities through a racial equity lens. Working closely with our coalition members, the policy director enables the policy strategy changes. The Policy Director works closely and represents API Council's positions with key stakeholders, community advocates, and funders to enable the priorities and impacts desired. This position focuses 50% effort on Food justice policy and system changes. This position reports to the Executive Director.

## Responsibilities

### Public Policy and Advocacy

- Develop, build and operationalize a public policy agenda in collaboration with members, external partners, and community advocates through a racial equity lens for underserved APIs in San Francisco within the strategic planning process.

- Focus on integrated opportunities to build food-related public policy and systems change through the public policy agenda that aligns to the strategic plan.
- Identify needs and resources and cultivate partnerships that align the policy agenda.
- Analyze critical information, produce briefs, reports, policy alerts, action alerts and campaigns when desirable
- Develop trainings and materials for members

### **Outreach & Partnership**

- Cultivates and grows the organization's relationships with key stakeholder organizations and coalitions.
- Educate and develop relationships with policy and government relations staff at key organizations and coalitions.
- Represents API Council at coalition meetings and briefings
- Speak at other organizations' conferences and briefings
- Identify opportunities to expand API Council visibility

### **General Duties**

- Participate actively in API Council cross organizational and program priorities and initiatives with staff, consultants, members and steering committee
- Other duties as assigned, dependent on organizational needs

### **Qualifications**

- Bachelor degree in social sciences, policy or related plus 2+ years of relevant experience.
- Track record of ability to work in a political, social and coalition environment
- Proven experience in quality policy, advocacy and campaign leadership
- Proven experience in food systems work - project management or policy levels

- Track record working in API communities and broader BIPOC and neighborhood coalitions
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- Commitment to taking regular Covid-19 health tests as required by program health and safety plan and guidelines.
- Ability to complete Covid-19 vaccination requirement unless an individual qualifies for an exemption due to a disability or religious reason.

CYC is an Equal Employment Opportunity employer and will not discriminate against any applicant or employee on the basis of race, age, religion, gender, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status, sexual orientation, or any other basis recognized by federal, state or local law. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

**Application Procedure:**

**Please submit cover letter and resume via email: [jenny.bach@apicouncil.org](mailto:jenny.bach@apicouncil.org)**

**Attn: Policy Director**