



Job Title: Public Policy Manager

Report To: Director of Public Policy

Position: Full-time exempt, with benefits included

Position Overview: This is a full-time salary exempt position that reports directly to the Director of Public Policy. The Public Policy Manager is responsible for supporting the management and execution of the chamber's public policy and advocacy work at the regional and statewide level.

Organization Overview: The [California Asian Pacific Chamber of Commerce](#) (CalAsian Chamber) was founded in 2010 and is the largest ethnic chamber in the state of California, representing over 600,000 Asian American and Pacific Islander (AAPI) owned businesses. Our organization advocates for underserved communities through advocacy, outreach, and education. The Public Policy department advocates for the AAPI businesses we represent and is the voice of these businesses in the Capitol, fighting for legislation that benefit the AAPI community.

The [Sacramento Asian Pacific Chamber of Commerce](#) (SACC) was founded in 1993 and is focused on helping AAPI and other diverse business owners in the Sacramento region grow their business and expand their network through technical assistance programs, workshops, and community events such as Meet & Greets with local elected officials and the most recently held AAPI Night Market.

Key Duties and Responsibilities:

- Work closely with the Director of Public Policy in developing and guiding the overall strategy in public policy and political activities;
- Research policy issues and analyze data when needed to assist in lobbying and advocacy efforts;
- Facilitate communication with elected officials, government staff, and partner organizations;
- Attend hearings, workshops, and other meetings as needed to advocate on policy efforts;
- Compose letters of support/opposition for policies on behalf of CalAsian/SACC
- Draft comments and other documents in response to key issues;
- Schedule and attend meetings with elected officials;
- Facilitate the work of the Public Policy Committee; coordinate biweekly meetings, prepare agenda and materials, and take minutes;
- Assist in planning, organizing, and executing the Chamber's local and statewide policy events;
- Draft policy newsletter, and
- Other duties as assigned





Preferred Qualifications:

- Excellent writing ability to articulate ideas in a persuasive, organized, and effective manner;
- Ability to research, analyze, and debrief complex issues;
- Ability to clearly convey and discuss Chamber positions and policies with legislators and legislative staff;
- Ability to work in a fast-paced environment, multi-task, and handle multiple projects;
- Proficiency in a wide range of computer software programs desired: Microsoft Office, Word, Excel, Power Point, and Outlook;
- Dependable and a team player

Minimum Qualifications:

- Bachelor's degree in public policy or related field
- 4+ years of Legislative and/or Policy experience required, preferably on a Statewide level.

Application Process: Please send your resume, along with a cover letter, to Bianka Melecio at bmelecio@sacasiancc.org with the subject line, "Public Policy Manager". This position will be open until filled.

