

**JOB TITLE:** Public Policy Manager

**COMPANY OVERVIEW:** The California Asian Pacific Chamber of Commerce is the largest ethnic statewide chamber in California representing the interests of over 600,000 California Asian owned businesses. The Cal Asian Chamber operates a series of federal and state small business technical assistance centers and local programs that deliver direct services to minority-owned businesses, especially the underserved. The Cal Asian Chamber advocates for inclusive economic development policy priorities.

**POSITION OVERVIEW:** This is a full-time exempt position that reports directly to the Director of Public Policy of the California Asian Pacific Chamber of Commerce (CalAsian). The Public Policy Manager is responsible for supporting the management and execution of CalAsian's public policy and advocacy work.

**KEY DUTIES AND RESPONSIBILITIES:**

- Work closely with the Director 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;
- 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 CalAsian's policy events;
- Provide administrative coverage of CalAsian's policy department
- Oversee bill tracking database;
- 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

Please send cover letter and resume to the chamber's human resource department, to Ms. Bianka Melecio at [bmelecio@calasiancc.org](mailto:bmelecio@calasiancc.org). The position will remain open until filled.