



NCAPA Policy Fellow

Overview: The National Council of Asian Pacific Americans (NCAPA) seeks to establish a 1-year fellowship focused on federal policy and advocacy. The position will work within the NCAPA Policy Team to help shape a legislative and advocacy agenda for the AANHPI community and work to ensure the community is accounted for at all levels of the federal government. The fellow will learn important skills related to policy analysis, advocacy, coalition building, while also working closely with NCAPA Community Engagement and Communications teams.

This is a full-time and non-exempt position. Ideal candidates will be able to be based in Washington, DC, though consideration will be given for remote work.

Responsibilities:

- Work with Director and senior staff to coordinate NCAPA's 5 policy committees (Immigration, Civil Rights, Education, Healthcare, Housing and Economic Justice). Attend committee meetings; report back and work with Director to guide each committee in collaborative policy analysis and advocacy efforts.
- Conduct policy research and analysis on various policy issues affecting the Asian American Native Hawaiian and Pacific Islander (AANHPI) community.
- Draft policy memos, talking points and other materials related to policy advocacy and education.
- Engage directly with Congressional offices, government agencies and other external stakeholders to ensure that the AANHPI community is represented in policy debates and considerations.
- Support NCAPA member organizations in their own policy work as needed.
- Work with NCAPA Community Engagement and Communications teams to coordinate messaging strategy related to policy work.

Other responsibilities:

- Other tasks as assigned by NCAPA National Director or other team leads.

Desired Skills:

- Bachelor's degree and 1+ years of experience in federal policy or equivalent experience.
- Exceptional writing and editing skills with an attention to detail.
- Strong interpersonal skills and self-starter. A team player with a demonstrated ability to work well in a collaborative environment.
- Ability to manage multiple tasks and work effectively in a fast-paced, changing environment.
- Deep understanding and passion for Asian American and Pacific Islander issues.
- Proficiency in Microsoft Suite (Word, Excel, Publisher, Power Point, Outlook).

Background on NCAPA: The National Council of Asian Pacific Americans (NCAPA) is a coalition of 38 national Asian Pacific American organizations around the country. NCAPA serves to represent the interests of the greater Asian American (AA) and Native Hawaiian Pacific Islander (NHPI) communities and to provide a national voice for AA and NHPI issues.

Compensation: Salary set at \$50,000. Benefits include paid vacation, health care, vision, dental and retirement benefits.

To Apply: Please submit a **cover letter, resume, two writing samples and two references** to employment@ncapaonline.org with the subject line "**NCAPA Policy Fellow.**" Questions can be directed to employment@ncapaonline.org. **Only complete applications will be considered.**

NCAPA is an equal opportunity employer and does not and will not discriminate on the basis of age, ancestry, color, creed, disability, gender identity, marital status, national origin, parental status, political ideology, race, religion, sex, sexual orientation, use of service animal, military or veteran status and caste.