



## **ADVOCACY ORGANIZER JOB DESCRIPTION**

### **ABOUT WAISN**

In 2016, in response to escalating white supremacy and anti-immigrant threats, a coalition of immigrant and refugee-led organizations that had been supporting their communities across Washington state for decades came together to form the Washington Immigrant Solidarity Network. Today, we are the largest statewide immigrant-led coalition in Washington. Nearly a decade later, our powerful, volunteer-driven network continues to grow. From our Deportation Defense Hotline created in 2017 to the Fair Fight Bond Fund established in 2018, WAISN unites immigrant and refugee rights organizations and individuals committed to protecting and empowering Washington's more than 1.2 million immigrants and over 30,000 refugees. We strive to build collective power and ensure that every immigrant and refugee in our state has the support they need to thrive.

WAISN is the largest immigrant justice network in Washington that convenes and cultivates a statewide transnational solidarity coalition to protect and advance the power and rights of all immigrant and refugee communities. As a queer and transgender founded and led nonprofit, we organize from a place of abundance and commit to intersectional, multifaith, intergenerational, multi-lingual, multiracial, and multiethnic immigrant-led efforts by investing in base building and growing the leadership of forced migrants.

The ideal candidate shares our commitment to building relationships and grassroots power in immigrant and refugee communities and supports our decolonial, transnational, and intersectional feminist values of joy, care, solidarity across differences, integrity, and accountability.

### **POSITION SUMMARY**

The Washington Immigrant Solidarity Network seeks a motivated and passionate individual to support our policy work at the local and state level. This position will be a part of WAISN's Policy and Advocacy Team and will report to the Policy Manager. The Policy and Advocacy Team's focus is on advancing community-centered policies at local, state, and federal level that benefit immigrant and refugee communities in Washington State.

The Advocacy Organizer will work directly with the Policy Manager to advance advocacy efforts on immigration policy and WAISN's secondary and tertiary priorities. The Advocacy Organizer will be responsible for deepening organizational partnerships and leading WAISN's advocacy efforts to advance campaigns on our secondary and tertiary policy platform at the state level and at the direction of the Policy Manager to support organizing efforts in federal immigration policy. Additionally, the Advocacy Organizer will collaborate with the Policy Director and Campaigns Manager to support in building relationships that benefit our state primary policy priorities. This person will need to have strong organizing and relationship building skills as they will work in

coalition with other advocacy organizations and in deep collaboration with all members of the Policy and Advocacy team.

All organizer positions within WAISN are essential to bringing people together in building collective power and driving systemic change. At the heart of this work is relationship-building – connecting through one-on-one conversations in-person and virtually, community-based listening sessions, and participating in community gatherings to foster trust and solidarity. These interpersonal and communal relationships form the backbone of collective action. Beyond immediate wins, all WAISN organizers focus on long-term movement building, creating lasting change by empowering our communities through knowledge and resource sharing.

This is a full-time position and will be fully-remote but with some in-person requirements, including being in Olympia, Washington some days during the state legislative session and in Seattle if assisting with local initiatives.

## **KEY RESPONSIBILITIES**

### **Secondary and Tertiary Policy Campaigns (50%)**

- Lead and project manage WAISN's involvement in efforts to advance policy priorities that are a part of our secondary and tertiary platform at the state level;
- Support the creation of WAISN's policy platform by making community-informed recommendations of campaigns for inclusion;
- Ensure the experiences of impacted community members and those that work closely with immigrant and refugee communities are engaged and considered in campaigns across a broad spectrum of issues;
- Advise on strategy to achieve policy goals that advance the organizational mission, center impacted voices, align with our values and analytical frameworks, support our deportation defense efforts, all while building synergy across all platform levels and with the efforts of our policy partners and members, particularly WAISN's Steering Committee of 20 organizational partners;
- Collaborate with the Communications department to amplify the campaigns we are supporting through WAISN's social media platforms, listservs, Strive text alert system, and Action Network;
- Participate in and support efforts to organize campaign actions, meetings, and events for campaigns we are supporting;
- Monitor policy developments at the local and state level that can impact the diverse immigrant communities we serve and advise on how WAISN will respond and engage.

### **Partnership Development & Coalition Engagement (30%)**

- Represent WAISN in key tables, coalitions, and meetings with allies and partners, raise and leverage relationships to support and uplift WAISN & WAISN member's programs;
- Intentionally engage with directly impacted community members and partner organizations to deepen relationships and liaise support for advocacy efforts that advance WAISN's mission. This includes but is not limited to: connecting through



in-person and virtual one-on-one conversations, community-based listening sessions, and participating in community gatherings to foster trust and solidarity;

- Assist in advancing WAISN's priorities by working with our network and coalition partners to organize advocacy trainings, issue forums, listening sessions, meetings with elected officials, and more;
- Build new relationships with stakeholders including, but not limited to, coalition partners as well as legislators and government officials as it relates to campaigns on our secondary and tertiary policy platform.
- Participate and support in organizing WAISN's annual advocacy day in Olympia that brings together over 500 people, as well as follow-up actions needed to champion WAISN's advocacy agenda during the legislative session;
- Participate and support in organizing an annual Steering Committee gathering that brings together up to 20 organizations and support with other WAISN events including bi-annual membership gathering;

### **Community Leadership Development & Outreach (15%)**

- Develop and implement political and feminist consciousness-raising curriculum as well as movement-building approaches and activities to foster deeper cross-movement analysis of and engagement in policy issues by directly impacted immigrant and refugee communities and the broader WAISN network;
- Amplify immigrant justice and deportation defense knowledge and best practices in policy and coalition spaces that may have varying degrees of experience centering the voices and leadership of immigrant and refugee communities;
- Conduct outreach for advocacy events, including but not limited to annual immigrant and refugee advocacy day, advocacy nights, listening sessions, and legislative hearings;
- Present at events, conferences, and other similar opportunities about our policy platform and priorities;

### **Administration & Operations (5%)**

- Manage the administration and operation tasks needed to be successful in the role, including participating in staff meetings, team check-ins, work plan development, task organization, file management, database entries and updates, and communication channels of email, phone, and Slack.
- Other duties as assigned.

## **JOB REQUIREMENTS AND PERSONAL TRAITS PREFERRED**

### **Knowledge**

- A demonstrated commitment to social and racial justice issues and understanding of challenges facing immigrant communities, communities of color, queer and transgender communities, as well as low- and moderate-income families;



- A demonstrated commitment to cutting edge progressive values that champion an intersectional, decolonial, and transnational feminist agenda centered around the dismantling of all systems of oppression;
- Demonstrates self-awareness of their own multiple group identities and their unconscious biases, can adjust to different spaces accordingly;
- Knowledge and willingness to learn about the U.S. immigration system, preferably with lived experience as a refugee, formerly undocumented, forced migrant, or someone with temporary protected status ;

### **Skills**

- Minimum of two (2) years of grassroots community organizing experience;
- Minimum of two (2) years of immigrant justice and/or political advocacy experience, strongly preferred knowledge of political landscape in Washington state;
- Experience in building and working in coalitions and making meaningful opportunities for participation of diverse communities and grassroots organizations;
- Excellent writing and communication skills;
- Bilingual/Multilingual skills are highly preferred and desired;
- Proficient computer and digital literacy, including familiarity with Google Workspace, Canva, Slack, Action Network or similar communications tools, and Airtable or similar. Familiarity with project management and CRM software tools a plus.

### **Abilities**

- Ability to build strong relationships and trust across race, gender, class, and other group identities;
- Critical and strategic thinker able to make connections between different issues, analyze complex information, and demonstrate good judgment with a commitment to following feminist and decolonial approaches to social justice;
- Ability to convey complex or technical information in ways accessible to a wide variety of audiences—leaning on principles of mentorship and storytelling—in-person, virtually, and in writing with a proven record of effective piercing through the noise for high social impact;
- Highly organized, self-driven, and can independently manage multiple tasks and drive projects to completion in a fast-paced environment with a strong sense of self-accountability and accounting for how their actions or lack there of affect others;
- Capable of creating and maintaining a best practices informed and healthy organizational culture and a culture of collaboration and conflict transformation;
- Capable of demonstrating critical thinking through kindness and empathy for immigrants of all backgrounds and connecting life outcomes to structural systems of power.
- Willingness to take on public facing roles (e.g: public speaking at events or community trainings, speaking to media, etc.) as well as behind-the-scenes tasks (e.g: updating internal databases, logistic support tasks for events, etc.);
- Flexible schedule with the ability to work evenings and weekends as determined by operational and larger movement for immigrant justice demands;
- Maintain a valid driver's license. Ability and willingness to travel regularly and must live in Washington State.



**COMPENSATION** This is a full-time position. The salary range for this position is \$70,000-\$75,000 annually for full-time work, contingent on experience.

Full-time benefits package includes professional development training fees, generous paid time off, vacation and sick leave. Full-time employees with WAISN are eligible for Kaiser Permanente Medical Insurance, Delta Dental Insurance, and VSP Vision Insurance.

**REMOTE/ HYBRID WORK POLICY** WAISN employees are currently located across the state of Washington and do not share a centralized office. Staff members are not required to work in person when handling day-to-day role responsibilities but will be expected to gather for events such as staff retreats and other all-staff reunions throughout the year. New staff members will be offered a \$2,000 stipend to aid in relocation from out of state to Washington state if selected for their respective positions.

**VACCINE POLICY** In an effort to maintain a safe and healthy workplace, WAISN requires all current staff members and contractors to be fully vaccinated against COVID-19. WAISN defines "fully vaccinated" as having received either 1 dose of the Johnson&Johnson or 2 doses of the Moderna or Pfizer administered vaccines. All new personnel must present proof of COVID-19 vaccination card to the Personnel Success Manager upon request. Exceptions to the vaccine mandate include religious reasoning and health concerns. If you are eligible for an exception, please reach out to the Personnel Success Manager to discuss in further detail.

**TO APPLY** Please send resume, cover letter, and list of three references to [jobs@waisn.org](mailto:jobs@waisn.org). All documents must be in a single PDF in one email with "Advocacy Organizer" in the subject heading. Applications will be accepted on a rolling basis until the position is filled. Priority for applications received by March 24, 2025. No phone calls please.

*\*\*WAISN is an equal opportunity/affirmative action employer that provides equal employment opportunities to all qualified employees/applicants in all of our employment practices without regard to race, religion, color, sex or gender (including gender identity, pregnancy, childbirth, lactation), sexual orientation, national origin, ancestry, age, marital status, medical condition, physical or mental ability, or any other basis protected by law. We encourage applications from historically and currently disenfranchised people of color, immigrants, women, people with disabilities, members of the Lesbian, Gay, Bisexual, Transgender, and Queer communities and other historically and currently disenfranchised groups.\*\**

