



## POLICY MANAGER

Policy is made up of the laws, rules, and practices that impact our clients, their families, and communities. The Policy Manager is a member of LSPC's policy coordinating team, made up of the Executive Director, Sr. Staff Attorney, Development Director, and Policy Fellowship participants.

### **Purpose:**

To further the policy work of Legal Services for Prisoners with Children and All of Us or None as well as further develop the Elder Freeman Policy Fellowship.

### **Duties and Responsibilities:**

- Coordinate legislative and administrative policy activities of the entire agency
- Train, supervise, and mentor four Elder Freeman Policy Fellows with All of Us or None team
- Meet with management team, staff, and members to determine policy agenda and develop a plan to achieve policy agenda,
- Attend legislative hearings, administrative hearings, and meetings with supporters and opponents
- Train staff, members, and other allies on policy advocacy, budget process, and lobbying
- Convene and supervise the LSPC bill tracking committee
- Work with Communications team to develop a communications strategy to support policy agenda
- Work with Communications team and allies to create media, including op-ed pieces, letters to the editor, and other support materials
- Represent LSPC in coalitions and serve as a liaison to policy makers and other organizations

### **Desired Qualifications and Skills:**

- Three years minimum experience working on state level policies related to criminal justice, workforce development, or related field
- Experience doing policy work that centers people most impacted by the policy and incorporating a grassroots organizing approach
- Ability to work both independently with minimal daily supervision and as a team player
- Experience with supervision and managing a team
- Ability to write well and in a variety of styles
- Ability to work well with a diverse group of people
- Demonstrated commitment to racial, gender, and social justice
- Ability to think conceptually, strategically, and tactically
- A strong understanding of incarceration and its effect on the community and society as a whole

4400 Market St.  
Oakland, CA 94608

Phone: (415) 255-7036, Ext 313  
Fax: (415) 552-3150

[www.prisonerswithchildren.org](http://www.prisonerswithchildren.org)  
[hamdiya@prisonerswithchildren.org](mailto:hamdiya@prisonerswithchildren.org)

Demonstrated professional and political aptitude  
Possess comprehensive discretion, independent judgment, and political acumen  
Knowledge of Word, Excel, Google Drive, E-mail/Internet, Twitter, Facebook computer skills.  
Preference will be given to applicants with a personal history with communities disproportionately affected by the prison industry and/or experience with prisoners' rights movement or community organizing.

**Salary Range:**

Depending on Experience

Great benefits including health, dental, vision, acupuncture, chiropractor insurance and 5- weeks' vacation

**LSPC is an equal opportunity employer that refuses to discriminate on the basis of race, religion, disability, gender, nationality, ethnicity, or sexual orientation. We strongly encourage formerly incarcerated people, family members, people of color, women, and all qualified people to apply for this position.**

To apply, please submit a cover letter, resume, legal writing sample and references to Hamdiya Cooks-Abdullah by email: [hamdiya@prisonerswithchildren.org](mailto:hamdiya@prisonerswithchildren.org)

Or by mail:

4400 Market St.

Oakland, CA 94608

NO PHONE CALLS PLEASE!

