



Policy Advocacy Manager Job Description

The Los Angeles Black Worker Center (LABWC) was founded fifteen years ago to address the Black jobs crisis in Los Angeles. Our mission is to increase access to quality jobs, reduce employment discrimination, and improve industries that employ Black workers through action and unionization. We are seeking a Policy Advocacy Manager who aligns with our values of liberation for the most marginalized Black workers and can lead our work alongside LABWC members to build power through policy advocacy strategies.

This role reports directly to the Director of Policy Advocacy and Civic Engagement. This manager serves as the day-to-day owner of LABWC's 501(c)(3) political relationships and programmatic operations. The manager leads with autonomy on Los Angeles Black Worker Center programming and external relationships, escalating key strategic decisions to the Director.

Duties & Responsibilities

- In collaboration with the Organizing and Campaigns teams, effectively steward and strengthen LABWC's relationships with external stakeholder groups, coalitions, and organizations.
- Lead relationship building with City, County, State, and Federally elected officials and government agency staff—helping to identify shared interests, build mutual trust, advocate for and build capacity for worker-led, data-proven policymaking and enforcement with the Director of Policy Advocacy.
- In collaboration with the Organizing and Campaigns teams, support the design, implementation, and evaluation of LABWC's campaigns and political education initiatives, ensuring alignment with the organization's Black worker rights agenda and racial and economic justice goals.
- Coordinate externally with government, academic, community, and labor partners to monitor and research relevant policy trends and identify emerging worker issues that inform LABWC's advocacy agenda.
- Support the creation of a policy action research agenda advancing Black worker justice. Build the capacity of LABWC members, staff, and close external collaborators to engage with programmatic tools, resources, and policy research findings.
- Provide guidance to the Worker Justice Organizing Committee's Political Education Committee (WJOC PEC) to align programmatic activities with member-led priorities and emerging worker issues, as needed.
- Prepare policy research, briefings, and advocacy materials to support elected official education, stakeholder engagement, and campaign strategy.
- Manage program timelines, deliverables, budgets, and outcomes reporting, maintaining meticulous records and communicating progress to the Director.
- Contribute to organizational strategic planning cycles, providing programmatic data and stakeholder insights that inform annual goals and long-term sustainability planning.

Qualifications

- Strong skills and experience navigating local and state policy processes and advocacy with elected officials, including but not limited to educating lawmakers, navigating policy creation,



coordinating local and state lawmaker visits, strategizing to move supporters to action, and identifying and neutralizing/redirection opposition

- Understanding of comprehensive campaign strategies with 1 or more years of experience is a plus.
- 1 or more years of policy research experience required.
- Ability to understand and articulate the LABWC vision, mission, and theory of social change and organize others to align their diverse self-interests with the interests of Black workers
- Knowledge of local and state policy processes, with experience engaging elected officials, navigating advocacy campaigns, or supporting coalition-based organizing.
- Excellent analytical, written, and verbal communication skills;
- Proficiency in Microsoft Office and Google programs including Outlook, Word and Excel; Docs, Sheets and Slides;
- Commitment to social and economic justice and/or lived experience with the Black Jobs Crisis

Compensation and Benefits

This position is available immediately. Full-time position, \$80,000- \$85,000 annual salary range, plus a comprehensive benefits package that includes medical, dental, vision, life insurance, flexible spending account, generous paid time off, and retirement plans with matching and employer contributions to eligible employees!

Application Process:

Email resume and cover letter to careers@labwc.org, add “Policy Advocacy Manager” in the subject line. The LABWC welcomes applicants' use of AI as a tool for preparation - such as researching, organizing ideas, or refining their resume and cover letter. However, we kindly ask that AI not be used to create original content related to the performance-based parts of our recruitment process, such as application question responses, interviews, and the completion of performance tasks. It is important to us that those reflect your own authentic perspective, ideas, and experiences. We are excited to get to know the real you and believe your genuine voice is your greatest strength. No phone calls, please.

LABWC is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment, qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring. The LABWC is also an affirmative action employer. Members of the African Diaspora, including Men, Women, LGBTQ, Returning Citizens, and Afro-Latino, ARE STRONGLY ENCOURAGED TO APPLY.