

Job Title of this Position	Policy Assistant		
Name of Organization	OneAmerica		
Website	www.weareoneamerica.org		
Job Location Address	1225 S. Weller St., Suite 200, Seattle, WA 99144		
Contact / Supervisor	Sarah Curry		
Phone Number	206.723.2203 x208		
E-mail	sarah@weareoneamerica.org		
<u>Hourly Pay Rate</u> (indicate a range)	\$10-12		
Employment Period	Summer Only (7/1/2009 - 9/29/2009) <input type="checkbox"/>	Academic Year (9/30/2009 - 6/11/2010) <input checked="" type="checkbox"/>	Summer & Academic Year (7/1/2009 - 6/11/2010) <input type="checkbox"/>
Hours per week	Summer: <input type="checkbox"/> Full time program 40 hrs/wk <input type="checkbox"/> Part time program up to 19 hrs/wk		Academic Year: <input checked="" type="checkbox"/> Part time program up to 19 hrs/wk
Nature of Business or Organization:			
OneAmerica is the largest immigrant advocacy organization in Washington State. The organization is committed to the vision of a unified nation with justice for all. Our mission is to advance the fundamental principles of democracy, justice, and human rights at the local, state and national levels. We work with community partners and with partners across the nation to protect and strengthen fundamental American rights for all people--especially immigrants.			
Duties and Responsibilities:			
A policy assistant will be expected to provide administrative and research support to the Policy and Research Department. Duties may include: reviewing literature on immigrant integration topics such as language acquisition, asset building, racial profiling, community safety, or economic development; developing fact sheets and other website content on various aspects of immigration policy; outreach, planning, and support for the New Americans Public Hearings to ensure community involvement; and analysis of public hearings testimony. OneAmerica's office is a busy one and, in addition to substantive responsibilities, a policy assistant will be expected to help out by making copies, faxing documents, answering email queries, helping with the website, and planning for events/meetings. Sometimes before a large event (Citizenship day or press conference) all hands may be needed on deck to make phone calls, put together informational packets, or set up a room.			
Minimum Qualifications:			
Rising Senior, Graduate, or Law Student; Interest in social, racial, economic justice; Experience or interest working in a diverse environment.			
Educational Benefits:			
Getting hands-on experience with policy learning and government processes; learning how to communicate policy research effectively with community members; learning about the day-to-day operations at a nonprofit organization; getting the opportunity to work on a broad variety of projects related to social justice.			

(For Work Study Office Use)

JOB NUMBER:

Program/Rate: FEDERAL _____% STATE _____%