



SENIOR POLICY MANAGER
National Hispanic Media Coalition

LOCATION

Washington D.C.

SALARY

\$80K - \$90K

THE ORGANIZATION

NHMC is a 35 year old nonprofit 501(c)(3) civil rights organization that was founded to eliminate hate, discrimination, and racism towards Latinx and marginalized communities.

We educate and increase visibility of Latinx from our policy work in Washington D.C. to our media advocacy work in Hollywood where we collaborate, create, and connect Latinx talent with the entertainment industry. At NHMC we focus on all forms of media because of its powerful effect on the attitudes, values, and beliefs of society.

NHMC collaborates with other social justice organizations to eliminate online hate and hold online platforms accountable for their content. We advocate for the Lifeline Program, Net Neutrality protections, and also work in closing the digital divide for Latino and other marginalized communities. NHMC works in partnership with other civil rights organizations to safeguard democracy in the United States of America.

POSITION SUMMARY

The Senior Policy Manager (Manager) will manage NHMC's telecommunications policy and media advocacy portfolio, including issues, like expanding broadband access and closing the digital divide, restoring net neutrality, defending the Lifeline program, combating online hate, increasing diversity in media ownership, and more. The Manager will play a lead role in NHMC's advocacy to eliminate hate and disinformation online at the state, federal, and global levels. The Manager will participate in policy and civil rights discussions, and advocate for civil right policies on behalf of NHMC and the Latinx community. The position will work heavily in coalition with allied organizations, policymakers, and lawmakers.

DUTIES AND RESPONSIBILITIES

- Build strategic relationships with key congressional offices, committees, caucuses, and task forces, as well as with White House staff and executive agencies

- Help raise public awareness and advance support for NHMC policy and media advocacy priorities
- Perform substantial policy writing, including talking points, meeting briefs, advocacy letters, blog posts, draft op-eds, policy statements, monthly member communications, and reports
- Initiate policy and legal strategies to eliminate hate, discrimination, and racism towards Latinx and other marginalized communities
- Collaborate with strategic partners to integrate more Latinx people into telecommunications, tech, and media policy
- Attend a myriad of civil rights and social justice meetings to represent NHMC, take notes, report back to team, and complete follow up actions items
- Respond to media inquiries and opportunities pertaining to telecommunications policy, in close collaboration with communication team members
- Strengthen the policy and media programs by developing and maintaining relationships with allies, funders, and academic partners
- Generate grant reports documenting NHMC's policy work and achievements in collaboration with Development Manager
- Collaborate with Event Manager to produce fundraising and educational virtual and in-person events
- Collaborate with Digital Media Manager to produce social media copy, strategy, and visuals
- Provide support to the President & CEO as needed, and other duties as assigned

SKILLS & QUALIFICATIONS

- Bachelor Degree required, Masters Degree preferred
- 3+ years of experience in one or a combination of the following: telecommunications policy, social justice advocacy, civil rights work
- Excellent written and oral communication skills
- Ability to analyze and synthesize information quickly and accurately, and to present information effectively for different audiences.
- Experience on Capitol Hill, interacting with or working at Federal agencies, or other relevant federal policy experience
- Familiarity with legislative efforts on technology, telecommunications, and/or media policy
- Commitment to and knowledge of civil rights and social justice issues affecting the Latinx community
- Ability to develop and maintain work plans, meet deadlines, and manage multiple projects simultaneously; must be strongly detail oriented
- Ability to work effectively independently and with a broad cross section of organizational partners
- Ability to work in fast-paced environment

SALARY AND BENEFITS:

This is a full-time exempt position with a competitive salary and excellent benefits. The salary band for this role is \$80,000. – \$90,000, depending on experience.

TO APPLY:

Send an email to communications@nhmc.org with 'SENIOR POLICY MANAGER' in the subject line. Attach your 1) resume; 2) cover letter detailing your interest in working for NHMC and your relevant skills and experience; and 3) **2-3 relevant writing samples**. Only submissions that include all of the requested materials will be considered. Applications will be accepted until the position is filled.

The National Hispanic Media Coalition provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual expression and identity, veteran status, national origin, age or disability. The National Hispanic Media Coalition strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+, and other underrepresented applicants.
7/19/21