

Job Description **Public Policy Associate**

PURPOSE OF POSITION

Under the direction of the Executive Director, the **Public Policy Associate** is responsible for development and implementation of CALCASA's strategic advocacy and legislative priorities. The Public Policy Associate works closely with CALCASA's Executive Director and management team to identify monitor and execute our legislative agenda on emerging and topic issues related to sexual violence, providing key legislative analysis on public policy, both statewide and nationally. This position requires occasional statewide and national travel. This position is a full-time, exempt position based in downtown Sacramento, CA.

ESSENTIAL DUTIES

Legislative and Systems Advocacy: Develop, research, analyze, and advocate on key legislative and systems issues impacting sexual violence and CALCASA's members, statewide and nationally. Develop and implement strategies to promote legislation and systems changes to benefit CALCASA's members and issues. Develop and complete appropriate program and grant reports and policy papers as assigned. Develop, distribute and deliver key information reports and materials (e.g., briefing papers) for CALCASA's staff, leadership, and members.

- **Coalition Building:** Create, develop and maintain alliances with other professional organizations and relevant agencies to advance the mission of the organization. Mobilize members and coalitions on letter-writing campaigns, in-district meetings, and/or working groups.
- **Relationships:** Develop and maintain relationships with legislative and committee staff, elected officials, agency staff, and the Governor's office.

Legislative Priorities: Work closely with Executive Director and key management staff to establish annual legislative priorities. Develop and analyze CALCASA position statements. Identify key CALCASA staff to testify before the legislature and recruit appropriate CALCASA members from throughout the state to assist in this effort.

Communications: Develop and distribute regular legislative updates and training for CALCASA management, staff and membership regarding the effects or impact of current legislation on member centers and sexual assault survivors. Coordinate and work collaboratively with staff on strategic communications efforts for CALCASA's legislative priorities. Monitor, track, and analyze news and media on a statewide and national level for key stories related to legislation.

Member Engagement: Coordinate meetings and ongoing communication with CALCASA's Public Policy Advisory Committee for input and consultation for legislative/policy issues, in coordination with CALCASA's Executive Director and key staff. Develop, coordinate and maintain communication strategy and efforts with CALCASA's members. Create and maintain a regular system by which to inform and engage CALCASA members and allied organizations

to create opportunities for advocacy for individual members and to support CALCASA's advocacy work.

Information and Materials Development: Develop, research, analyze and distribute content of news, research and program materials (e.g., weekly newsletters, legislative tracking, media and lobby guides, listservs, brochures, blog, etc.). Assist with the development of advocacy presentations, publications and webinars.

Special Projects: Coordinate and manage special projects as assigned. Assess and prioritize tasks, conduct research, develop materials and complete projects in a timely manner. Develop and coordinate evaluation process for special projects as appropriate. Provide project support and reporting for various program and grant-related activities as assigned.

Training and Technical Assistance: Assess the needs of CALCASA membership on a regular basis regarding their use of policy/systems change and media advocacy. Provide training and technical assistance via phone, e-mail or in-person to rape crisis centers, members, professionals, and the general public as assigned.

Additional Duties: Works closely with the Executive Director in the strategic development of the program. Contributes to the professional tone and approach of the project and the organization within the perimeters of the agency mission and philosophy. Other duties as assigned.

REQUIREMENTS

1. Bachelor's degree and a minimum of 4 years relevant/demonstrated experience in public affairs, policy or government relations required. Knowledge of sexual violence and domestic violence issues and services is a plus. *Bilingual in Spanish preferred.*
2. Curiosity and an open mind to the diverse experiences and the impacts of sexual assault and gender-based violence in California and beyond. This includes an appetite for exploring new solutions, and healthy critique of current systems that do not serve those most vulnerable.
3. Must possess strong project management skills.
4. Ability to work collaboratively and in a team setting with a variety of project managers.
5. Must be organized, flexible, and multi-task oriented. Able to identify and respond to shifting priorities. A self-starter that can work within a team environment and handle a variety of tasks with urgent deadlines. Must be detail oriented.
6. Experience conducting research utilizing a wide range of sources including printed material, Internet, and identification of alternative information sources. Excellent oral and written communication skills. Experience delivering oral presentations to diverse professionals and audiences, including workshops and presentations.
7. Excellent technical writing, research, and analytical skills.
8. Ability to recognize, identify and synthesize information of value to CALCASA's constituencies, partners, and general public.
9. Ability to maintain cooperative and professional demeanor with CALCASA's members, media, legislators/policymakers, agency staff/board, vendors, consultants, allied professionals, and members of the public. Enjoyment in interacting with people and creating an accessible environment. Excellent customer relations approach.
10. Possess the capacity to work in a fast-paced program and manage multi-faceted services.
11. Demonstrated sensitivity to and knowledge of issues involved in working with diverse populations and organizations. Experienced in developing programs in response to diverse needs.
12. Accept and abide by mission and philosophy of CALCASA.
13. Willingness to complete a California rape crisis center sexual assault victim counselor

training, if not already completed. Must be willing to complete training on sexual violence intervention and prevention issues.

14. Availability to travel statewide/nationwide, some overnights and weekends. Have a car, insurance and a valid driver's license.

To apply please submit the following:

1. Cover letter
2. Resume
3. Salary history
4. Three professional references
5. Writing samples

Email a single pdf file to: jobs@calcasa.org

Position Open Until Filled (no phone calls please).

CALCASA makes reasonable accommodations for qualified individuals. All employment actions are based solely on an individual's qualifications without regard to race, color, sex, national origin, religion, cancer-related medical condition, disability, age, sexual orientation, veteran status, ancestry citizenship, or marital status. CALCASA is an Equal Opportunity Employer.