

## COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

### POSITION DESCRIPTION

#### **LEGISLATIVE ADVOCATE GOVERNMENT RELATIONS SALARY RANGE \$50,000 - \$60,000**

The Community College League of California's Legislative Advocate works under the direction of the Director of Governmental Relations on the Association's advocacy efforts by assisting with the planning and coordinating of legislative activities. The position requires analyzing legislation and advocating on behalf of California Community Colleges at both the state and federal levels. The Legislative Advocate will be assigned legislation for the Association and will represent the League in front of the California State Legislature and the Administration. The role will also work closely with the Association's boards and other personnel at California's community colleges on essential advocacy activities.

#### **EDUCATION AND EXPERIENCE REQUIREMENTS**

1. **Education:** Bachelor's degree in Political Science, Government Relations, Public Policy or another related field.
2. **Experience:** 1+ years of experience working in a legislative office, public policy organization, a communications firm, or political campaign preferred.
3. **Knowledge, Skills, and Abilities:**
  - Ability to comprehend and analyze legislation and its impact on the higher education sector, California Community Colleges, as well as members.
  - Skilled in independently organizing work, handling multiple projects simultaneously, meeting deadlines, and working/coordinating well with others.
  - Ability to write, format, edit, proof online materials, reports, business correspondence, and other publications.
  - Familiarity with the California legislative process.
  - Ability to communicate complex issues effectively orally and in writing.
  - Proficient personal computer skills including: email, word processing, desktop publishing, spreadsheet programs. Familiar with Microsoft Word, Excel and PowerPoint
  - Ability to work and use judgment independently on assigned tasks.

#### **POSITION RESPONSIBILITIES**

1. **Policy Formation:** Has limited involvement in formulating policy but works with the Director of Governmental Relations on legislative positions recommended to the Association's boards.

2. **Planning:** Has limited involvement in long-range planning but is responsible for the short-term planning necessary to accomplish the position's duties.
3. **Decision Authority:** Does not have the authority to commit funds of the Association. Is expected, within established policy, to make appropriate decisions inherent in carrying out the position duties.
4. **Budgetary Responsibilities:** Has no responsibility for the development of the Association's budget or its administration.

## **POSITION RELATIONSHIPS**

1. **Membership:** Has significant involvement with personnel at community college districts through telephone conversations, email, fax, and participation at association conferences and meetings.
2. **League Boards:** Supports the Director of Governmental Relations' activities in presenting information to the League boards.
3. **Government:** Coordinates written communication reflecting positions on legislation to the Legislature and Governor's Office and may work with the System Office staff on joint projects of mutual benefit.
4. **Public:** Has limited involvement with the general public, but significant involvement with community college district leadership.
5. **Other Organizations:** Provides linkages with other education, civic and social organizations to understand positions on legislation.
6. **Association Staff:** Works closely with members of the Governmental Relations team daily, marketing and communications team, and with other association staff, as needed.

## **POSITION DUTIES**

1. Under the Director of Governmental Relations' direction, communicate legislative positions and prepare for responses to pending legislative action to member community college districts.
2. Under the direction of, and in coordination with the Director of Governmental Relations, work on legislation followed by the Association.
3. Assists in developing meeting notices and agendas for the Advisory Committee on Legislation, disseminating accordingly, and taking minutes at Advisory Committee meetings. Assists in the appointment process of the committee members.
4. Work with the Director of Communications to help with updates on legislative information on the Association's website.

5. Participates in the development and conduct of the legislative conference program, including: arranging participation of legislative conference speakers, panelists, and moderators; designing, developing, and working with the printer for legislative conference brochures; and promoting conference sponsorships.

### **OTHER CHARACTERISTICS**

1. **Supervisory Responsibilities:** None
2. **Supervision Received:** Receives direction from the Director of Governmental Relations.
3. **Travel Requirements:** Travel may be required beginning in January 2022. The Association hosts several events and conferences, as well as routinely visits Washington D.C. for federal advocacy trips. This position may require a few trips per year.

This description covers the most significant, essential, and auxiliary duties performed by the position but does not include other work, which may be similar, related to, or a logical assignment.

### **COMPENSATION**

A competitive salary is offered based on candidates' background and experience. Benefits include a generous package with medical, dental, and PERS.

### **HOW TO APPLY**

Submit a resume, cover letter, and three references to [jobs@cleague.org](mailto:jobs@cleague.org). Deadline to apply is Friday, August 6, 2021.