



Legislative Affairs Manager – Position Opening

Job Description:

The Legislative Affairs Manager is responsible for advocating for business issues on local, state and federal levels, as well as advocating policies, legislation and regulation that are conducive to a positive and successful business environment through the engagement of our members.

Detailed Responsibilities and Expectations:

- Serve as an advocate for VICA on the federal, state, county and city levels of government through VICA's advocacy efforts.
- Attend VICA committee and board meetings for the purpose of identifying and facilitating advocacy action beyond regularly scheduled meetings.
- Responsible for issue areas and committees could include Aviation; Education; Energy, Environment & Utilities; Entertainment; Healthcare; International Affairs; Land Use; Labor & Employment; Manufacturing; and Transportation. In addition to other general policy areas.
- Develop a strong network with key members of city, county, regional, state and federal governmental staff so that immediate contacts can facilitate VICA's position.
- Responsible for effectively representing VICA before elected officials, community leaders and the public.
- Staff VICA's public policy committees as assigned as well as special task forces and industry councils as needed.
- Maintains VICA advocacy database and tracks legislation on related VICA positions.
- Research legislation at local, state and federal levels, and advise committee chairs and president of issues that may impact VICA members.
- Organize effective support or opposition on adopted key issues. Writing position papers, articles, press releases as such pertaining to the issues you are responsible for.
- Work with other staff writing and developing content for award-winning e-newsletter, VICA Weekly
- Preparing and coaching the President, Chair and VICA members for media interviews and press conferences, includes developing talking points and press releases.
- Ghostwriting VICA op-eds and columns, published in outlets including, *Los Angeles Daily News*, *Los Angeles Business Journal*, *Business Life Magazine*, *Santa Clarita Valley Business Journal*
- Work with other staff managing content and updates for the VICA website as well as maintaining VICA's social media presence.
- Recruiting, mentoring and managing college interns and volunteers.

Requirements:

- Bachelor's degree required, preferably in political science or communications
- Legislative experience a plus
- Excellent written and verbal communication skills
- Experience in project management, policy analysis and issue development
- Ability to produce a large quantity of work at high quality in a team environment
- Ability to work well with VICA volunteers and staff at all levels
- Proficiency with Microsoft Office, and internet research. Experience with InDesign a plus.

Salary Range: Title and salary, commensurate with experience. Salary – up to \$70,000 to start.

About VICA: VICA is widely considered one of the most influential business advocacy organizations in Southern California. With its knowledge of the legislative process and economic issues, VICA's access to public officials ensures that the San Fernando Valley's business perspective will be heard in the interest of improving our business climate and quality of life. With input and guidance from its members, VICA maintains a regular presence at all levels of government to effectively represent Valley businesses. For more information, visit www.vica.com.

Please submit resume and cover letter with why you want to be considered for the position, to VICA Vice President Jessica Yasukochi at jessica@vica.com. If you don't submit a cover letter you will not be considered for the position.