



## Legislative Coordinator

California Council of Community Behavioral Health Agencies (CBHA)

Salary: \$65,000 annually DOE

Full Time, Non-exempt: 40 hours per week

**Join our dynamic and energetic team and be part of the meaningful mission of advocating to protect behavioral health funding and improving policy!**

**Position Summary:** This position reports to the Senior Advocate, Policy and Legislative Affairs and is responsible for providing support for all policy, advocacy and legislative initiatives for CBHA.

### Responsibilities

- Assist Legislative Manager and Policy Team in establishing and maintaining bill tracking system. Specifically,
  - Track state legislation that impacts behavioral health and our members.
  - Generate support and opposition letters as needed on bills and issues as directed.
  - Generate weekly hearing schedule and hearing alert system on priority bills tracked.
- Assist in advocacy activities, including gathering content for advocacy alerts, policy and support letters, and coordinating Capitol visits to legislators for CBHA's annual Advocacy Days or any other advocacy meetings.
- Maintain records of testimony and advocacy on bills for reporting purposes.
- Assist with research and drafting fact sheets, testimony and presentations.
- Attend hearings and provide testimony.
- Perform other duties as assigned.

### Education

- Bachelor degree required

### Qualifications

- Minimum of one year's work experience in legislative or issue campaigns or related experience, and/or a minimum of one year of experience tracking and analyzing state legislative issues.
- Strong writing and organizational skills.
- General familiarity with the legislative process.
- Effective time management skills, including demonstrated ability to manage and prioritize multiple tasks and projects.
- Demonstrated ability to adjust tone and arguments for a variety of audiences.
- Demonstrated ability to work effectively in politically sensitive and high-pressure environments.
- Demonstrated ability to work independently within the context of an assigned work plan.
- Knowledge of the workings of behavioral health preferred.
- Demonstrated ability to work effectively in a small, fast paced team environment.

### Benefits

- CBHA offers a competitive salary with comprehensive health, eye, dental, and retirement benefits.
- A parking pass or light rail pass will also be provided.

**Application deadline: 4/14/23**

**Application instructions:** Please send a cover letter and resume as one PDF attachment to [jrlandin@cccbha.org](mailto:jrlandin@cccbha.org) to be considered for this position. Incomplete applications will not be reviewed.