



Policy and Legislative Affairs Advocate

California Council of Community Behavioral Health Agencies (CBHA)

Salary: DOE

Full Time, Exempt

This position includes some travel

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 supporting policy, advocacy, and legislative initiatives for CBHA.

Responsibilities

- Provides support to the CEO, Senior Advocate Policy and Legislative Affairs, and works alongside the Policy and Legislative Affairs Coordinator in creating and operationalizing CBHA's policy priorities.
- Supports Senior Advocate in responding to member inquiries regarding policy and legislative affairs.
- Supports Senior Advocate in attending legislative and policy meetings with legislators, Capitol staff and state agency personnel.
- Testifies at legislative hearings and meetings.
- Assists Senior Advocate in building and maintaining positive working partnerships and coalitions with representatives of advocacy groups with allied interests.
- Staffs CBHA member committee meetings.
- Supports Policy and Legislative Affairs Coordinator in establishing and maintaining bill tracking system.
- Supports Policy and Legislative Affairs Coordinator in planning advocacy activities and events.
- Maintains lobbyist registration requirements with the Fair Political Practices Commission (FPPC).
- Performs other duties as assigned.

Education

- Bachelor degree required

Qualifications

- Minimum of two year's work experience in legislative, policy or related government or non-profit work environments.
- Expertise in health policy with a preference for behavioral health policy experience.
- Strong writing and organizational skills.
- Proficiency with the legislative process.
- Effective time management skills, including demonstrated ability to manage and prioritize multiple tasks and projects.

- 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.
- Ability to travel occasionally in performance of the duties of the job.
- Ability to work extended hours on occasion.
- Ability to work in-person at least 3 days a week in Sacramento.

Personal Qualifications

- Self-motivated
- Team player who enjoys working collaboratively with a small team of staff, CBHA member agencies, representatives of partner advocacy groups, representatives of the Administration and legislative staff and Legislators.
- “Quick study” with demonstrated capacity to absorb complex issues, organize effective legislative strategy, and effectively carry the strategy to completion.
- Personable and engaging, responsive to member inquiries and concerns.

Benefits

- CBHA offers health, eye, dental, and retirement benefits.
- Parking or light rail pass is included.

Application deadline: July 8, 2022

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