



## Policy and Legislative Affairs Manager

California Council of Community Behavioral Health Agencies (CBHA)

Salary: \$65-\$80,000 DOE

Full Time, Non-exempt

**Join our dynamic and energetic team and be part of the meaningful mission of advocating to improve behavioral health 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 additional policy staff to create and operationalize 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.
- Maintains a bill tracking system.
- Writes support and opposition letters, policy briefs, etc.
- Supports Policy team in planning advocacy activities and events.
- Performs other duties as assigned.

### Education

- Bachelor 's degree required

### Qualifications

- Minimum of two years 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 work in person at least 3 days a week in Sacramento.

#### **Personal Qualifications**

- Self-motivated
- Team player who enjoys working collaboratively with a small, diverse team of staff, CBHA member agencies, 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 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: January 5, 2023**

**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.

#### **About CBHA:**

CBHA is a statewide association of non-profit agencies dedicated to providing mental health and substance use disorder services to those in need across our state. We are dedicated to the proposition that the people of California deserve a rational and comprehensive community-based behavioral health system that is adequately funded to serve those in need. We are the voice of our agencies at the state Capitol, with state agencies, and the federal government. Our goal is to ensure that federal, state, and county programs can support integrated healthcare services for people of all ages.

#### **The CBHA Team:**

We are a dynamic team of people who care about behavioral health issues, and the impact they have on all Californians. We work together to advocate for the Community Based Organizations that help deliver critical behavioral health services across California’s diverse communities. Being a part of the CBHA team is a great way to have a positive impact on the wellbeing of millions of Californians, and to grow as a professional. Our team members have opportunities to interface with policy makers, state leaders, and innovators in the mental health and substance use fields. If you care about behavioral health and want to make a difference in California, CBHA is the ideal organization to join.