

**Full-Time Position**  
**Policy Associate**  
Sacramento, California

**The Organization**

The Campaign for College Opportunity (the Campaign) is a nonprofit 501(c)(3) broad-based, bipartisan coalition, including business, education and civil rights leaders, that is focused on a single mission: to ensure all Californians have an equal opportunity to attend and succeed in college in order to build a vibrant workforce, economy and democracy. Every day, the Campaign fights to make public policy changes that will significantly close racial equity gaps and help more California students enter and complete college. The Campaign maintains offices in Los Angeles, Sacramento, and Washington, D.C.

The Campaign for College Opportunity seeks a Policy Associate for our Sacramento office. This position will have the unique opportunity to meaningfully contribute to efforts to resolve a major public policy issue in California—access and success in higher education. The Policy Associate will play a key role in supporting a wide range of policy and coalition building activities. This is an exciting opportunity to work in a dynamic environment, with top leadership in the state, supporting an ambitious higher education policy agenda.

**The Opportunity**

The Policy Associate is a Sacramento-based position and a critical team member of a passionate and results-oriented policy team committed to ensuring college opportunity for all California students. A strong candidate will have a passion for higher education policy and advocacy and a commitment to resolving the inequities in college access and completion across racial/ethnic, income, and various regions in California. The Policy Associate will work under the direction of the Vice President of Policy & Advocacy and Policy Director and work closely with the Legislative Manager and Policy Fellow. The ideal candidate should be resourceful, self-starting, and able to thrive in a fast-paced environment.

**Key Responsibilities:**

- Support the Legislative Manager and Policy Director in maintaining annual legislative and budget priorities through legislative tracking, management of advocacy portal and legislative tracking systems, development of position letters and other related strategies in support of priorities.
- Provide general policy team support through researching policy priorities and interests of the organization; drafting policy and legislative briefing memos, position letters and talking points; and producing summaries of key policy meetings and events.
- Support logistics of Sacramento and policy-based events aimed at educating policymakers and coalition partners on critical higher education policy issues, including legislative briefings, advocacy opportunities and legislative meetings.
- Lead the coordination and logistics management of presentations, speaking engagements and other external-facing events for Executive Vice President, Vice President of Policy & Advocacy, and Policy Director.
- Maintain customer management database for the policy team.
- Represent the Campaign at key meetings or events, as needed. Make new contacts and share the work of the Campaign.
- Collaborate with Events Manager in developing and planning Sacramento-based large-scale events.
- Other program and administrative support as needed.

**Qualifications**

The successful candidate will have a minimum of two years of experience in nonprofit or policy related position. The Policy Associate should be resourceful, self-starting, and able to thrive in a fast-paced environment. Effective communication and relationship building skills are essential. A strong candidate will have a passion for higher

education policy and advocacy and a commitment to supporting the policy team in efforts to resolve the inequities in college access and completion across racial/ethnic, income, and various regions in California.

The following are the types of background qualifications of interest:

- Demonstrated experience (two years minimum) supporting programmatic efforts. Relevant experience may include work as an administrative assistant for a nonprofit or elected official.
- Self-starter, committed to owning their area of work and rising to meet the demands of the job while seeking to improve our office and organization.
- Team-oriented, enjoys supporting highly engaged individuals, sharing information with co-workers, and listening to and respecting colleagues and partners.
- Able to work independently and flexible enough to alter course with time-sensitive competing demands.
- Strong communication skills, both written and oral.
- Excellent organizational skills, attention to detail, and ability to problem solve.
- Demonstrated ability to manage complex tasks and prioritize work to meet deadlines.
- Able to accept constructive feedback and provide constructive feedback so that the organization thrives.
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and experiencing working with database management programs.
- Ability to work well with a wide range of interest groups, multi-task at a high level, take initiative and carryout work using excellent judgment in decision-making and execution.
- A Bachelor's Degree is preferred.

### **Location**

The Campaign has shifted to a hybrid environment that facilitates both virtual and in-person work, including intentional in-person time for all-staff to connect, build cohesion, and bond. We welcome remote applicants for this position with the understanding that this role will require regular in-person attendance at meetings in our Sacramento office, as well as participation in events and meetings in the Sacramento area on a regular basis.

### **Vaccination Requirement**

For the safety and wellbeing of our staff, the Campaign requires all employees to be fully vaccinated with COVID-19 vaccines as a condition of employment.

### **Compensation**

Annual salary will be commensurate with experience and qualifications in the range of \$45,000 to \$52,000. The full compensation package for this position, which includes salary plus 100% medical/dental/vision premium insurance coverage for you and your dependents, life insurance, and a generous 401k match of up to 5%, ranges from \$52,000 to \$72,500. The Campaign provides three weeks paid vacation and annual professional development opportunities as approved by your Supervisor.

### **Selection Process**

The Campaign for College Opportunity will accept applications for the position beginning August 24, 2022. Interested parties should forward a cover letter and resume indicating "Policy Associate" in the subject line by email to: [recruitment@collegecampaign.org](mailto:recruitment@collegecampaign.org).

Applicants should visit our website to learn more about the Campaign at [www.collegecampaign.org](http://www.collegecampaign.org) before submitting a cover letter and resume. All candidates should review our research and publications to understand the work expected for this position.

The Campaign for College Opportunity is an equal opportunity employer and encourages applications from qualified persons of every background.

No phone calls please.