

**Full Time Position**  
**Senior Legislative Affairs 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 Senior Legislative Affairs Associate for our Sacramento office. This position will have the unique opportunity to meaningfully contribute to efforts to resolve major public policy issues in California—access and success in higher education. The Senior Legislative Affairs 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.

**Opportunity**

The Senior Legislative Affairs 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 California students. A strong candidate will have a passion for higher education policy and some experience with the California legislative process. The Senior Legislative Affairs Associate will work under the direction of the Policy and Advocacy Director and will work closely with the Policy Team. The ideal candidate should be resourceful, self-starting, and able to thrive in a fast-paced environment.

**Key Responsibilities:**

- Manage and support the organization's legislative and budget priorities, gathering information and background from key government and legislative offices, and keeping the policy team apprised of legislative action on priorities.
- Manage support of advocacy efforts in support of legislative priorities through development of and submission of position letters, establishing and maintaining ongoing legislative staff and member contacts, and providing public comment support at legislative hearings.
- Lead the coordination and logistics management of legislative engagement activities in support of the Campaign's policy priorities and legislative agendas.
- Serve as a public facing liaison of the Policy Team with Sacramento based partners and coalitions as needed.
- Provide support to policy team in researching policy issues and interests of the organization.
- Support relationship building and outreach efforts with policymakers and maintain customer management database for legislative activities for the policy team.
- Support with management of policy interns in the Sacramento office.
- Administrative support to policy team as needed and supporting legislative lobbying reporting.

**Qualifications**

The successful candidate will have a minimum of two years of experience in a nonprofit or policy-related position or fellowship. The Senior Legislative Affairs 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 policy or 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 required.

### **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 \$57,000 to \$65,000. 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% is valued between \$63,850 and \$86,250. 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 January 6, 2023. Interested parties should forward a cover letter and resume indicating "Senior Legislative Affairs 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.