



CWDA

Advancing Human Services
for the Welfare of All Californians

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County Welfare Directors Association of California (CWDA)

Recruitment Announcement

Position: Legislative Advocate

Position Type: Full-Time, Non-Exempt

ABOUT CWDA:

The County Welfare Directors Association of California (CWDA) is a non-profit association representing the human services directors from each of California's 58 counties. CWDA's mission is to promote a human services system that encourages self-sufficiency of families and communities and protects vulnerable children and adults from abuse and neglect.

To accomplish this mission, the Association:

- Advocates for policies that will further the mission of the organization.
- Educates state and federal policymakers and the public regarding the impact of human services policies on individuals, communities, and county social services operations.
- Collaborates with governmental and community-based organizations to ensure efficient and effective service delivery.
- Facilitates effective communication between and among county social service agencies, and state and federal administrative agencies, including the exchange of knowledge and best and promising practices.

ABOUT THE POSITION:

CWDA is recruiting for a Legislative Advocate. The Legislative Advocate will help advance the policies and mission of the County Welfare Directors Association, representing all 58 counties' human services agencies. Reporting to the Managing Director, Government Relations & Public Affairs, and the Director of Legislative Advocacy, the Legislative Advocate will track, research, and analyze legislation impacting county human services agencies and their programs. The position will play a key role in developing policy positions, and developing and implementing legislative strategies, representing CWDA's positions to the legislature and agencies, and our county partners. The ideal candidate will have strong communication skills, including public speaking, and advocacy skills with an emphasis in bringing stakeholders to consensus on complex issues.

POSITION DUTIES:

Under the supervision of the Managing Director, Government Relations & Public Affairs and the Director of Legislative Advocacy, the comprehensive range of duties and responsibilities of the Legislative Advocate include, but are not limited to:

- Oversee a portfolio of legislative bills to track, analyze, and lobby the legislature, administrative departments, or Governor's office as needed. This includes writing support or opposition letters on legislation, convening stakeholder meetings, meetings with legislative staff and Legislators, and meeting with county staff.
- Develop and staff CWDA sponsored legislation through the legislative process.
- Strategize and create media opportunities related to CWDA sponsored legislation.
- Testify in legislative hearings as needed on legislation or relevant issue areas.
- Testify on budget related items as needed.
- Communicate effectively, work with stakeholders collaboratively, and represent CWDA on a broad swath of issues.
- Help coordinate logistics for CWDA organizational lobbying events, including preparing materials, scheduling, and training.
- Jointly staff the CWDA Legislative Committee, including preparing agenda items and bill lists for review, communicating effectively with committee members, Committee Chairs, and Board of Directors, scheduling committee meetings, and other administrative duties as needed.
- Work with members of the association (i.e., county human services directors and their staff) to understand impacts of proposed legislation on program operations and develop proposed response and recommendations for review and approval by senior staff.
- Attend and participate in CWDA Board of Directors meetings and as appropriate, present information and updates to CWDA members and stakeholders regarding legislation or other policy initiatives.

This position reports to the CWDA Directorate, composed of the Executive Director and Operations Manager.

ESSENTIAL QUALIFICATIONS:

- Professional and personable demeanor; ability to work independently.
- Self-starter; ability to thrive in a dynamic, high-energy, fast-paced work environment
- 3-5 years of legislative experience, with knowledge of human services related issues areas including child welfare, adult services, IHSS, CalWORKs, CalFresh, and Medi-Cal.
- Experience working in the legislature or lobbying the legislature for at least 3 years.
- Knowledge of the legislative budget process, with preference given to candidates who have staffed or lobbied on budget related issues.
- Bachelor's degree.

- Strong writing skills, with writing sample to be provided.
- Comfortable speaking in public on a regular basis.
- Experience with meeting logistics and planning, including agenda development and minutes.
- Knowledge of Capitol Track preferred.
- Proficiency in Microsoft Office suite required, including Outlook, Word, Excel, and PowerPoint.
- Candidate must be based in the Sacramento area. Some travel required for CWDA organizational meetings and conferences.
- Ability to work after business hours as needed during peak State Budget (May Revision) and Legislative Deadlines (Policy committee, House of Origin, End of Session).

TYPE OF WORK ENVIRONMENT:

CWDA's physical office is located in downtown Sacramento, California, and the office offers a mix of remote and in-person work. The ideal candidate is committed to working in-person at least three days a week and occasionally up to five days a week depending on the needs of the Association and legislative calendar, to be determined by the Director of Legislative Advocacy and the Managing Director, Government Relations & Public Affairs.

COMMITMENT TO INCLUSION AND DIVERSITY:

Inclusion and diversity are core values at CWDA. We are committed to building and sustaining an inclusive and equitable working environment for all employees. Additionally, we support our member agencies to do the same for their staff while promoting equity and inclusion for the individuals and families served by county human services programs. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, design policy solutions, and deliver effective advocacy for our members. We especially encourage people who come from, or are otherwise familiar with, the communities impacted by our work to apply for open positions on our team.

COMPENSATION:

CWDA offers a competitive salary and benefits package. The compensation range for this position is \$90,000-\$130,000 DOE. Benefits include health, dental, and vision. We offer an employer-sponsored 401(a) retirement plan, which provides pension like benefits, health and dependent care savings plans, and an Employee Assistance Program.

TO APPLY:

Those interested in applying for this position should submit a letter of interest, resume, and writing sample by January 19 to Traci Metcalf at tmetcalf@cwda.org.