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## **Policy and Legislative Associate – Sacramento, CA**

### **Position Summary:**

Under the supervision of the Policy and Legislative Advocacy Director, the Policy and Legislative Associate is responsible for supporting the Health Access policy team with legislative, budgetary, and administrative advocacy efforts on behalf of California's health care consumers. The position is based in Health Access' Sacramento headquarters. There may be some travel in the state to various regional offices and events.

### **Specific responsibilities include:**

- Assign, track, and update legislation in Capitol Track. Organize bills by subject area, coordinate bill list to appear on website, and run daily reports for all legislative staff.
- Prepare quarterly lobbyist and lobbyist employer disclosure reports for Health Access staff and Capell and Associates.
- Coordinate and send out correspondence and position letters to legislature, state agencies, and other organizations. Ensure consistent formatting, and coordination with all appropriate staff.
- Assist advocates with basic lobbying including coordinating vote counts and providing 'me toos' on behalf of Health Access related to assigned issues areas and legislative portfolio. The person in this position will be registered as a lobbyist with the State of California.
- Organize and maintain databases and files related to Health Access' policy work, including SharePoint folders, and physical databases.
- Keep track of conferences, webinars, etc. of potential interest to policy team.
- Maintain organization of frequently-used policy issue area resources and reports for internal reference.
- Coordinate internal advocacy calendar, including adding all legislative and budget deadlines, administrative advocacy deadlines, committee hearings, etc. to easily track what bills are being heard when, update during session when legislative calendar changes quickly.
- Provide regular assistance to the Director of Policy and Advocacy with the coordination of the Policy Department.

- With support of interns, maintain contact list of legislative staffers and other advocacy targets.
- Other duties as assigned

### **Qualifications and Requirements:**

- Bachelor's degree, or a combination of education and experience necessary to consistently execute all of the above duties and responsibilities.
- A minimum of one year experience providing administrative support such as scheduling, drafting correspondence, and organizing files in a professional or academic setting.
- Previous experience as a legislative and/or policy assistant is preferable.
- Excellent proficiency in MS Office software, with strong word processing, Excel, and internet research skills.
- Must be able to prioritize multiple projects, meet deadlines, be responsive, and complete administrative functions in a timely and accurate manner.
- Ability to exercise discretion and independent judgement to best accomplish policy goals and objectives.
- Preference will be given to candidates with some knowledge of the California state legislative and budget process.
- General knowledge of health policy and consumer advocacy desirable.
- Ability to work independently.
- Ability to keep calm in stressful situations.
- Willing to register as a lobbyist within 6 months of employment.

### **Language and Communication Skills:**

- Read and comprehend general instructions, correspondence, and memos.
- Write professional correspondence.
- Analytical approach to problem-solving.
- Excellent communication and interpersonal skills.

### **Other Skills and Abilities:**

- An independent thinker, resourceful, self-motivated, problem solver, and team player, with a commitment to excellence.
- Excellent organizational skills, and meticulous attention to detail; ability to stay focused on multiple tasks with competing deadlines.
- Excellent communication skills; ability to respond compassionately
- Familiarity with nonprofit advocacy is a plus, but not required.

## **Compensation & Benefits**

The anticipated salary range is \$58,000 - \$66,000, though the successful candidate could be hired above or below this range depending on qualifications. Benefits are competitive and include health insurance, Wi-Fi and phone reimbursement, 401(k) retirement plan with 7% employer match, 10 paid vacation days within the first year, 3 personal days, 12 days of sick time, and 13 paid holidays a year.

## **Work Environment:**

The noise level in the work environment is usually moderate to loud, as multiple telephone conversations and normal office equipment continue throughout the day. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **About Health Access:**

A nonprofit organization dedicated to achieving quality, affordable health care for all Californians, Health Access is the state-wide health care consumer advocacy coalition of organizations representing seniors, children, people with disabilities, immigrants, communities of color, health care professionals, people of faith, labor, and working families. For over 30 years, Health Access has been a leader in the state's health care reform movement, most recently as the lead coalition working to pass, implement, improve and defend the Affordable Care Act in California. Health Access was the leading sponsor of the California HMO Patient Bill of Rights, the Hospital Fair Pricing Act, coverage expansions including opening Medi-Cal to all income-eligible children, young adults and seniors regardless of immigration status, and best-in-nation consumer protections on timely access to care, surprise medical bills, and prescription drug prices.

Health Access offers a competitive salary with excellent benefits including health, life and disability insurance, 401k savings plan, and a fast-paced but casual work environment.

Promoting diversity is integral to the mission of Health Access. Health Access seeks applicants for all positions without regard to race, color, religion, national origin, ancestry, sex, age, sexual orientation, gender identity, marital status, veteran status, or physical or mental disability. Health Access

embraces equality of opportunity and treatment for all employees in all employment matters.

**How to Apply**

**Please submit a cover letter, resume, contact information for three references to [jobs@health-access.org](mailto:jobs@health-access.org) When applying, please write "Policy and Legislative Associate" in the subject line.**