

## **Job Description: Legislative Assistant**

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Reports to General Counsel & Vice President of Policy

Classification: Full-time, Exempt

Location: This position is located in Sacramento, CA

### **General Description**

The legislative assistant is an integral part of the California Planned Parenthood Affiliates of California's (PPAC) Government Affairs Team. This position is responsible for monitoring and tracking legislation, researching legislative and policy issues, developing talking points on key issues, drafting and distributing legislative position letters, managing PPAC's Legislative Workgroup, and responding to affiliate requests for legislative information. The legislative assistant will have frequent contact with PPAC staff, affiliate staff, legislative staff, stakeholders, and others. This position requires the ability to maintain confidentiality, exercise sound independent judgment, multi-task, meet deadlines and use discretion in performing the assigned job responsibilities.

### **Duties and Responsibilities**

- Monitors and tracks legislation using the bill tracking system CapitolTrack
- Monitors legislative hearings, floor sessions, budget hearings
- Schedule legislative and department meetings for the Government Affairs Team
- Drafts and submits/distributes legislative position letters
- Performs data entry and filing, including FPFC reporting
- Manages the Legislative Workgroup including logistics for agenda planning meetings
- Prepares material in preparation for hearings, meetings, and briefings
- Attends meetings and take notes as necessary
- Answers incoming office phone calls for Government Affairs Team
- Performs other duties as assigned, including in areas unrelated to legislation

### **Qualifications**

- Belief and commitment to CPPEF (California Planned Parenthood Education Fund) / PPAC's mission and values
- Knowledge of diverse groups, working within a multicultural workforce, and sensitivity and appreciation to cultural differences is required
- Experience with the California Legislature and state legislative process
- Advanced Microsoft Office skills, with an ability to become familiar with organization-specific programs and software including CapitolTrack, ContributionTrack, and BudgetTrack
- Proficiency in collaboration and delegation of duties
- Strong organizational, schedule management, project management, and problem-solving skills with impeccable multi-tasking abilities

- Highly developed interpersonal communications skills (written and verbal)
- Results/action-oriented work style; strong strategic, analytical, planning, and problem-solving skills; able to successfully navigate within varying degrees of ambiguity in a fast-paced environment
- Intuitive mindset, creative aptitude, and effective use of discretion and independent judgment; able to look beyond the assigned task and consider tangential and collateral connections, problems, opportunities, and possibilities
- Ability to travel periodically throughout the year (Travel is typically within the state of California)
- Spanish-speaker preferred

### **Organization Background**

Planned Parenthood Affiliates of California (PPAC) (a 501 (C) (4) organization) follows state and federal legislation in a number of public policy arenas. It leads the policy, legislative, and electoral work for the California Affiliates and coordinates social media campaigns. The California Planned Parenthood Education Fund (CPPEF) (a 501 (C) (3) organization) promotes education, counseling, and clinical services in the fields of sexual and reproductive health care, family planning, and primary care. PPAC handles administrative, legislative, and regulatory actions, including statewide and local initiatives, as well as, on occasion, litigation. In addition, the organizations coordinate several cross-affiliate projects and regularly convene meetings and training for the California Affiliates on a host of issues. These Affiliates operate more than 110 health centers and handle more than 1.3 million patient visits, annually.

Our mission is to create a personally and politically safe climate in which individuals have universal and unfettered access to sexual and reproductive health care and can make their own decisions about these services.

PPAC's vision and leadership have spurred lawmakers to enact legislation that makes California a national leader in the funding of family planning and other sexual and reproductive health care services. PPAC played a key role in augmenting state funding for family planning and has played a leading role in the fight to protect and advance reproductive health and abortion access for more than 40 years.

### **Values**

PPAC/CPPEF is an equal opportunity employer committed to maintaining an equitable and inclusive workplace where everyone is treated as a respected and valued member of the team. PPAC is committed to elevating the voices of women, people of color, immigrant and refugees, low-income people, LGBTQ+ people, people who have sought services at Planned Parenthood, and people with disabilities. Members of these communities are encouraged to apply.

PPAC/CPPEF has been at the forefront of successful efforts to protect the reproductive freedom of all Californians. By honoring certain core values (personal responsibility, leadership, communication and teamwork) in our everyday work, we will be better able to promote sound public policies relating to sexual and reproductive health care, including abortion access, family planning services, sexual health education and information, and clinic services. By working together effectively we can serve the seven California Planned Parenthood Affiliates and their patients and ensure that all people have access to quality health care, no matter their income level, their race, gender, immigration status, or their zip code.

### **Compensation**

Compensation according to experience. Salary range for this position is \$55-60k. We have a generous benefits package. Employees are eligible for medical, vision, and dental benefits and are eligible to participate in our 401(k) and Flexible Spending Account benefits on the first of the month following the date of employment.

### **How to Apply**

Email cover letter and resume to [resumes@ppacca.org](mailto:resumes@ppacca.org).

*Note:* Applicants must indicate "Legislative Assistant, [last name]" as the subject of emailed applications. Please also note where you first saw this job posting when you send in your application. Cover letter and resume should be sent as attachments.

For more information, please visit <https://www.plannedparenthoodaction.org/planned-parenthood-affiliates-california/about-us/job-opportunities>.

**Closing Date:** July 30, 2021