

## **Job Description: Legal and Policy 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 legal and policy assistant will help manage the work of and provide logistical and administrative support to California Planned Parenthood Education Fund (CPPEF) and California Planned Parenthood Affiliates of California's (PPAC) legal and policy team. The legal and policy assistant works closely with General Counsel and Associate General Counsel to create procedures and systems to track legal compliance and regulatory deadlines as well as other pertinent projects. This position also supports the legal and policy department's advocacy work in support of CPPEF and PPAC's missions and involves regular communication with members of the legal and policy teams, affiliate staff, and stakeholders. This position requires the ability to maintain confidentiality, communicate effectively, exercise sound independent judgment, multi-task, meet deadlines, and use discretion in performing the assigned job responsibilities.

### **Duties and Responsibilities**

- Create and implement procedures and systems to track projects within the legal and policy team
- Assist with implementation of internal policies and procedures and legal compliance
- Supports General Counsel and Operations with business operations
- Intake and tracking of contracts with outside vendors
- Maintains proper file storage for corporate documents and legal and policy files
- Assist with maintaining offsite storage management
- Supports advocacy work of legal and policy staff, including conducting research and ensuring related deadlines and interim project goals are met
- Prepare and review various legal and policy documents, including reports, briefs, letters, and other materials
- Prepare and distribute materials for meetings
- Ensure timely responses to inquiries directed to the legal and policy team
- Provides administrative support to the General Counsel and legal and policy team including scheduling, travel, meeting arraignments, expense reports and reimbursements
- Other duties as assigned

### **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 working as a paralegal, legal assistant, project manager, or administrative assistant
- Advanced Microsoft Office skills, with an ability to become familiar with organization-specific programs and software
- 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; ability 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 advocacy campaigns. The California Planned Parenthood Education Fund (CPPEF) (a 501 (C) (3) organization) promotes education, counseling, and clinical services in the fields of reproductive health care and family planning, and more recently, primary care. We handle administrative, legislative, and regulatory actions, including statewide and local initiatives, as well as, on occasion, litigation. We 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 for this position starts at \$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 "Legal and Policy 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 <http://www.ppactionca.org/about/job-opportunities.html>.

**Closing Date:** August 13, 2021