
Job Description: Government Affairs Coordinator

Reports to: Legislative Advocate

Classification: Full-time, Non-Exempt

GENERAL DESCRIPTION

A dynamic team player who is a self-starter, and able to juggle multiple projects in support of the government affairs team. In this multifaceted role, you will be responsible for supporting Government Affairs professionals with their policy and advocacy efforts on a diverse range of issues.

JOB DESCRIPTION

Essential Functions

- Address the needs of the Government Affairs Team. This includes but is not limited to material preparation and distribution, managing correspondence with government entities, and coordinating and organizing within the Capitol.
- Manage weekly, monthly, and other calls or meetings. This includes scheduling, creating agendas, taking notes/ minutes, and sharing materials with participants.
- Assist with the completion of bill analyses
- Assist in management of the Legislative Workgroup
- Support the monitoring of issues and potential regulations that will impact Planned Parenthood Affiliates in California
- Produce draft written content for internal communications and updates for external correspondence
- Update, manage, and create content for Planned Parenthood Affiliates of California (PPAC) website page
- Conduct issue background research
- Cover legislative issues as needed, including attending hearings and webinars
- Manage and build master lists and event calendars
- Plan and coordinate affiliate and stakeholder events, including logistics and meeting planning
- Other duties as assigned

JOB REQUIREMENTS

- Associates degree required; Bachelor's degree in Political Science or related field preferred
- 1-2 years' full time work experience required. Some non-profit association, health care organization, campaign, or elected official office experience preferred
- Proficiency in Microsoft Word, Excel required; proficiency in Microsoft PowerPoint and Outlook preferred
- Excellent project management skills required with great attention to detail, and strong work ethic
- Experience with multi-tasking and prioritizing work assignments under deadlines
- Self-motivated and team oriented, with a positive, energetic and adaptable personality, with a go-getter attitude and an interest in politics

Work Environment

- Work is usually performed in an office environment, but also requires the ability to work independently in various locations.
- Some travel required.

- Job involves some interruptions and ability to change focus and projects quickly.
- Job requires both traditional and non-traditional hours and commitment to getting work done. Requires working additional hours during busy seasons.

COMPENSATION

Compensation for the Government Affairs Coordinator position is \$15.00 hourly. 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 date of employment.

HOW TO APPLY

Email cover letter, resume and writing sample to Molly.Robson@ppacca.org *Note:* Applicants must indicate "Govt Affairs Coordinator, [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 separate attachments.

ORGANIZATIONAL BACKGROUND

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.

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, regulatory, communication and electoral work for the California Affiliates and coordinates social media campaigns.

We handle administrative, legislative, and regulatory actions, including statewide and local initiatives. We provide legal counseling and guidance on a host of health care and regulatory issues, as well as, on occasion, handle or oversee litigation and investigations. We coordinate a number of cross-affiliate projects and regularly convene meetings and trainings for the California Affiliates on a host of issues. These Affiliates operate 115 health centers and handle more than 1.6 million patient visits, annually. Over 90 percent of the patients they serve are low-income; their health care is reimbursed through Family PACT, Medi-Cal or Medi-Cal managed care.

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.

CPPEF/PPAC's vision and leadership has spurred lawmakers to enact legislation that makes California a national leader in the funding of family planning and other reproductive health care services. CPPEF/PPAC played a key role in augmenting state funding for family planning and has played a leading role in the fight against anti-choice legislation for over 40 years.

VALUES

For more than 40 years, CPPEF/PPAC has been on the forefront of successful efforts to protect the reproductive freedom of all Californians. We believe that by honoring certain core values in our everyday work, we will be better able to promote sound public policies relating to reproductive health care, family planning services, comprehensive sexuality education, and clinic services, and ensure access to all. By working together effectively, we are able to serve our affiliates and achieve our common goals. Our values are personal responsibility, leadership, communication (effective problem solving, conflict resolution), teamwork, excellence, innovation, ethics, integrity, and honesty.