

## Public Policy Associate POSITION DESCRIPTION



For more than 50 years, the California Disability Services Association (CDSA) has been the voice of intellectual and developmental disability service providers in California. We are a trade association representing more than 100 community-based organizations delivering services and supports to individuals with developmental disabilities.

<b>Position Title:</b>	Public Policy Associate
<b>Reports To:</b>	Executive Director
<b>Status:</b>	Part-Time or Full-Time, Hourly
<b>Location:</b>	Sacramento, CA
<b>Setting:</b>	Office-based with some remote work flexibility
<b>Start Date:</b>	As soon as possible

This position will empower our advocacy for disability services by supporting and strengthening our government affairs. CDSA members and staff will rely on the Public Policy Associate to organize and deliver accurate information to support advocacy toward our mission.

### PRIMARY DUTIES

- Track and monitor relevant legislation, including creating, editing, and distributing legislative reports as needed
- Draft CDSA position letters on legislation
- Schedule CDSA staff and lobbyist meetings with Legislators, legislative staff, Governor's Office, state department, agency staff, and other stakeholders
- Support and coordinate CDSA member advocacy campaigns and efforts
- Attend or monitor legislative hearings to assist CDSA staff and lobbyists
- Calendar committee hearings and briefings and notify appropriate parties
- Monitor the Capitol Morning Report and Senate and Assembly Daily Files to identify matters of interest to CDSA and its members
- Coordinate quarterly lobbying reporting and state ethics compliance
- Provide support to the CDSA Public Policy Committee, including drafting meeting minutes and creating list of items requiring attention
- Prepare materials and provide on-site support to staff and members at Legislative Affairs Conference and other events as required
- Assist in shared office duties
- Other duties as assigned

### SKILLS & ATTRIBUTES

- Initiative to work and solve problems independently, with limited supervision
- Excellent written and verbal communication skills, including interpersonal skills such as active listening
- Perseverance to work under pressure, with acuity to recognize and respond to shifting priorities

---

### California Disability Services Association

1107 9<sup>th</sup> Street, Suite 540, Sacramento, CA 95814 • (916) 441-5844 • [www.Cal-DSA.org](http://www.Cal-DSA.org)

- Time management and organization skills to successfully coordinate multiple tasks and projects
- Knowledge of legislative, budget, and administrative policy processes
- Demonstrated computer literacy; proficiency in Microsoft Office 365 suite and legislative tracking software preferred

#### REQUIREMENTS

- Overnight travel may be necessary to attend CDSA events as required
- Flexible availability

#### EXPERIENCE & EDUCATION

CDSA will consider candidates from a variety of professional and educational backgrounds; at least one year of prior legislative and advocacy experience is ideal. Bachelor's degree preferred. Candidates should demonstrate appropriate experience, education, or a combination of both, required to succeed in this role.

#### COMPENSATION

Salary depends on experience. Health and dental insurance may be available based on hours worked in this position. Interviews will be held on a rolling basis until the position is filled.

#### INTERESTED CANDIDATES

To apply, submit cover letter, resume, and three references to Dylan Yellowlees at [DYellowlees@Cal-DSA.org](mailto:DYellowlees@Cal-DSA.org). Cover letter should include where you found the job posting.

CDSA is committed to diversity and inclusion as fundamental to disability services and all our work.