



Job Title: State Policy Manager/ Sr. Manager

Reports to: Deputy Director

FLSA Status: Full-time Exempt

Prepared Date: December 15th, 2020

Salary: \$60,000 – \$70,000 (DOE)

Position Description

Summary Organization Summary:

The Latino Coalition for a Healthy California (LCHC) is the State's leading policy organization advocating for the health of the Latino community in California. Over the past 28 years, LCHC has uplifted community voices at the Capitol and has achieved multiple policy victories that have protected and advanced health equity for Latinos and all Californians. Today, LCHC is a multi-issue policy organization advocating for policies and programs that promote health equity and racial justice towards building healthy communities for all Californians.

Position Summary:

The State Policy Sr. Manager will work to advance the Latino Coalition for a Healthy California's mission to advance and protect Latino Health in California. The State Policy Sr. Manager will be responsible for designing, overseeing, and implementing the policy and research priorities to advance the LCHC Policy Agenda. This position will be responsible for developing letters of support, fact sheets, policy briefs, community data reports and other policy dissemination materials. The State Policy Sr. Manager will also conduct policy research and analysis on key policy issues impacting Latino health in California and in turn produce briefs and reports that will help guide our advocacy efforts, as well as building and nurturing administrative relationships to advance the LCHC Policy Agenda. The State Policy Sr. Manager will work closely with our Government Affairs Sr. Manager to strategically advance our Policy Agenda. The State Policy Sr. Manager will report to the Deputy Director.

**Essential Duties
and
Responsibilities**

- Develop LCHC's Policy Agenda and policy research priorities and strategies
 - Develop background materials for sponsored bills (e.g. fact sheets, policy briefs, community data reports, etc.)
 - Write letters of support and opposition to state and national legislation
 - Prepare legislative testimony
 - Support LCHC coalition calls and meetings and develop strategic opportunities
 - Support LCHC's statewide advocacy network
 - Develop and edit policy briefs, research memos, community data reports, letters of support, fact sheets and other policy materials
 - Assists in bill tracking
 - Coordinate state policy work with the other programmatic activities of LCHC
 - Meet with policy advocacy partners and staff to advance LCHC's policy interests
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Other Duties and Responsibilities	<ul style="list-style-type: none"> -Assist in grant reporting -Supervise policy staff, fellows, and/or interns
Education and/or Experience	<ul style="list-style-type: none"> -Bachelor's degree or equivalent experience is required. -Master's degree in Public Policy, Public Administration, Law, Public Health, Social Welfare or related field or the equivalent work related experience in public policy and advocacy is preferred. -At least 2-3 years of public policy experience, including knowledge of California state legislative and budget processes
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> -Proven track record promoting social determinants of health, racial and health equity -Strong leadership, communication, and decision-making skills -Organized, detail-oriented, and able to manage multiple projects -Strong interpersonal skills and ability to build and maintain relationships across diverse demographic groups -Strong oral and written communication skills -Experience in program management (planning, implementation, and evaluation) and strategic policy advocacy campaigns -Experience with grant reporting -Ability to work in a fast-paced environment, including long hours during peak times of the legislative session -Fluency in Spanish is desired
Organizational Relationship	<p>The State Policy Sr. Manager will work to advance the Latino Coalition for a Healthy California's mission to advance and protect Latino Health in California. Specific responsibilities for the State Policy Sr. Manager include:</p> <ul style="list-style-type: none"> -Design, oversee, and implement the Policy Agenda and research priorities for Latino Coalition for a Healthy California -Track, testify, and develop letters of support, fact sheets, and other communications materials for our Policy Agenda -Conduct policy research and analysis on key policy issues impacting Latino health in California -Report to the Deputy Director
Physical Demands	<ul style="list-style-type: none"> - Sitting, walking, and listening for up to 4-5 hours per day - Computer keyboarding an average of 3-4 hours per day. - Office space in downtown Sacramento. During COVID-19 Stay at Home orders, this position will be fully virtual.
Work Environment	<p>Occasional travel by ground or air to Los Angeles and Central Valley regions; ability to drive between various locations on a regular basis. During COVID-19 Stay at Home orders, this position will be fully virtual and will not involve travel.</p>
Compensation and Benefits	<p>\$60,000 – \$70,000 (DOE). LCHC offers a generous benefits package including employer paid medical, dental and vision coverage, 403(b) retirement plan with employer match, life and disability insurance, and flexible spending account options, paid holidays and vacation. In addition, LCHC provides professional development and the opportunity to contribute to a mission-driven organization.</p>
Equal Opportunity Employer	<p>The Latino Coalition for a Healthy California, a project of the Tides Center, is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, including Indigenous, Afro-Latinx, bilingual and bicultural individuals, as well as members of the Lesbian, Gay, Bisexual and Transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability,</p>

political affiliation, sexual orientation, gender identity, color, marital status, medical condition (cancer-related) or the conditions Acquired Immune Deficiency Syndrome (AIDS) and AIDS Related Conditions (ARC). Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

How to Apply Interested candidates, please e-mail your cover letter and resume with the job title in the subject line to: lchc@lchc.org. Interviews will begin immediately and position will be open until filled.