



Job Title: State Policy Manager/Sr. Manager

Reports to: Deputy Director

FLSA Status: Full-time Exempt

Prepared Date: December 18, 2018

Salary: \$56,000 – \$64,000 (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 25 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 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 Manager/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 Manager/Sr. Manager will be responsible for designing, overseeing, and implementing the legislative and research agenda for LCHC. This position will be responsible for tracking, testifying, and developing letters of support, fact sheets, and other communications materials on our Policy Agenda. The State Policy Manager/Sr. Manager will also conduct policy research and analysis on key policy issues impacting Latino health in California. The State Policy Manager/Sr. Manager will report to the Deputy Director.

Essential Duties and Responsibilities

- Develop LCHC's state legislative and policy research agenda
- Develop background materials for sponsored bills
- Meet with legislative staff and interest groups to advance LCHC's legislative interests
- Attend and testify at legislative hearings
- Write letters of support and opposition to state and national legislation
- Prepare legislative testimony
- Manage LCHC strategic coalition calls and meetings and develop strategic partnerships
- Manage LCHC's statewide advocacy network about legislative activities
- Develop and edit policy briefs and research memos
- Assist in grant writing and reporting
- Coordinate state policy work with the other programmatic activities of LCHC
- Supervise Policy Communications Coordinator to advance LCHC policy agenda on social media and other forms of media

Other Duties and Responsibilities

- Identify new program grant opportunities for LCHC
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Education and/or Experience	<ul style="list-style-type: none"> -Bachelor's degree or equivalent experience. -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 2-5 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, budgeting, and/or strategic advocacy campaigns -Experience with grant writing and 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 Manager/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 Manager/Sr. Manager include:</p> <ul style="list-style-type: none"> -Design, oversee, and implement the legislative and research agenda for Latino Coalition for a Healthy California -Track, testify, and develop letters of support, fact sheets, and other communications materials on our Policy Agenda -Conduct policy research and analysis on key policy issues impacting Latino health in California -Report to the Deputy Director
Physical Demands	<p>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</p>
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.</p>
Compensation and Benefits	<p>\$56,000 – \$64,000 (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 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, 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.</p>

How to Apply

Interested candidates, please e-mail your cover letter and resume with job title in the subject line to: **lchc@lchc.org**. Candidates selected for interview will be required to submit a short writing sample (3-5 pages) and 3 references. Interviews will begin immediately and position will be open until filled.