

OPEN POSITION ANNOUNCEMENT

<b>POSITION TITLE:</b>	Legislative Assistant
<b>DEPARTMENT:</b>	Public Policy and Advocacy
<b>REPORTS TO:</b>	State Policy Director (Sacramento)
<b>STATUS:</b>	Part-time (25 hours per week), Non-exempt

**BASIC FUNCTION**

The Alzheimer's Association has a great opportunity for a Part-time Legislative Assistant to join our team in Sacramento, California. Working as a member of the dynamic State Public Policy & Advocacy Team, you will join a statewide network of professionals dedicated to our mission: to eliminate Alzheimer's disease through the advancement of research; to provide and enhance care and support for all affected; and to reduce the risk of dementia through promotion of brain health. In this role, you will be responsible for coordination of the two-person State Policy Office, providing executive-level administrative support to the State Policy Director/registered lobbyist and remote support to five California chapters and volunteer advocates. The Legislative Assistant will assist in core legislative support functions such as scheduling legislative meetings, tracking and monitoring bills, drafting and disseminating letters of support/opposition, activating grassroots action alerts and event planning for annual State Advocacy Day.

**ESSENTIAL JOB RESPONSIBILITIES**

- Provide high-level administrative support to the State Policy Director and assist in managing statewide government relations operations
- Ability to develop systems, policies and procedures to ensure work flow and completion
- Responsible for online bill tracking, reporting and maintaining bill files
- Track legislative calendar and committee reports adding dates to Gmail calendar
- Secure appointments with members of the legislature and Administration and provide ongoing communication with offices (letters, scheduling, etc.)
- Schedule legislative appointments for State Advocacy Day
- Assist director with compiling research and data on policy topics for reports, materials, and presentations
- Assist in production of collateral materials for presentation to external audiences
- Prepare timely reports on lobbying activities for accurate submission to personnel responsible for state and federal filings
- Create and maintain database of external stakeholders
- Oversee web content with responsibility for timely updates and deletions to maintain relevance
- Enter, review and approve state action reports in Alzheimer's Advocacy Reporting and Trends (AART)
- Coordinate logistics, travel, catering and communications for statewide conference calls, webinars, and events
- Responsible for Luminate database and constituent management program related to advocacy alerts and actions

- Participate in staff meetings, conference calls, coalition meetings, planning sessions and other events and activities as assigned
- Oversee office bookkeeping, maintaining systems and records to ensure accounts payables are paid in a timely manner
- Prepare and produce timely expense reports and reimbursement requests
- Establish and maintain effective working relationships with all staff as well as key volunteer leaders and advocates
- Performs other projects and duties as assigned

## **OVERVIEW**

The mission of the Alzheimer’s Association is to eliminate Alzheimer’s disease through the advancement of research, to provide and enhance care and support for all affected, and to reduce the risk of dementia through the promotion of brain health. Founded in 1981, the Northern California and Northern Nevada Chapter operates out of its main office in San Jose, California with regional offices in 10 other locations.

## **CULTURE OF COLLABORATION**

- Fully engage in a culture where team collaboration is highly valued
- Work as a team to accomplish, if not exceed, organizational goals in the National Strategic Plan
- Participate in signature fundraising events
  - Walk to End Alzheimer’s staff team and personal fundraising goals
  - Work at least one Walk to End Alzheimer’s on a weekend
  - Participate in The Longest Day
- Respond to public policy calls to action & participate in advocacy days
- Enhance our culture of diversity and inclusion in all aspects of the job

## **KEY EDUCATIONAL/PROFESSIONAL REQUIREMENTS**

- Bachelor's degree in public health, health policy, political science, government communications or related area desirable
- Experience with the CA State Legislature
- Ability to meet concurrent deadlines
- Manage multiple projects simultaneously
- Demonstrate a high degree of professionalism, initiative and independence while supporting the State Policy Office
- Exceptional customer service skills
- Excellent written and oral communications skills required
- Experience with social media; ability to monitor external sites and provide content for internal sites
- Demonstrated competence in appropriate computer software and data management tools (Word, Excel, PowerPoint and Outlook)

## **KEY PROFESSIONAL ATTRIBUTES**

- Interact effectively and tactfully with all levels of management
- Strong problem solver with ability to identify resources to resolve issues

- Highly organized with an attention to detail, accuracy and quality
- Sensitivity to the needs of persons with Alzheimer’s disease and their caregivers

### **BENEFITS**

The Alzheimer’s Association offers comprehensive medical, dental, vision and life insurance. Additional benefits include paid holidays and time off, and a 401(k) retirement plan with matching contributions.

### **EQUAL OPPORTUNITY STATEMENT**

The Alzheimer’s Association of Northern California and Northern Nevada is an equal opportunity employer; we seek broad diversity in the makeup of our staff and volunteers and we strongly encourage candidates to apply from all walks of life, regardless of race, religion, color, gender, or physical or mental disability. Our full Equal Opportunity Statement is available in the Policies and Procedures Handbook, or upon request. The Alzheimer’s Association, Northern California Northern Nevada Chapter is in compliance with the San Francisco Fair Chance Ordinance.

This position is not eligible for visa sponsorship.

### **HOW TO APPLY**

- Submit cover letter and resume to [HR@alznorcal.org](mailto:HR@alznorcal.org)
- State Job# 1195 and your name in the subject line
- Use only MS Word attachments
- Please do not call regarding the status of resumes
- Qualified candidates will be contacted regarding next steps