

Association of California Life and Health Insurance Companies

Job Title: Legislative and Communications Associate

Reports to: Vice-President

Classification: Salaried, exempt

Job Summary: The *Legislative and Communications Associate* at the Association of California Life and Health Insurance Companies (ACLHIC) plays a crucial role in supporting the association's advocacy efforts and communication strategies. This position involves actively engaging with legislative matters, monitoring policy developments, and ensuring effective communication both internally and externally. The Legislative and Communications Associate will collaborate with various stakeholders, government bodies, and ACLHIC members to advance the association's goals in the dynamic landscape of life and health insurance.

Supervisory Responsibilities: None

Duties/Responsibilities:

Legislative Advocacy

- Monitor and analyze proposed legislation affecting the life and health insurance industry.
- Develop and maintain relationships with key legislators and government officials.
- Draft position papers, policy briefs, and other advocacy materials.

Communication Strategy

- Develop and implement communication strategies to promote ACLHIC's positions and initiatives.
- Create press releases, newsletters, and other communication materials as needed.
- Manage social media presence and engage with relevant stakeholders online.

Member Engagement

- Work closely with ACLHIC members to understand their concerns and priorities.
- Facilitate member participation in advocacy initiatives and communication campaigns.

Event Coordination

- Assist in organizing and coordinating legislative events, forums, and informational sessions.
- Represent ACLHIC at industry conferences and networking events.

Research and Analysis

- Conduct research on industry trends, legislative proposals, and competitive landscape.
- Provide regular updates and analysis to internal stakeholders.

Required Skills/Abilities:

Communication Skills: Strong written and verbal communication skills for effective interaction with legislators, members, and the public.

Analytical Abilities: The ability to analyze legislative proposals, policy documents, and industry trends to inform strategic decision-making.

Team Collaboration: Collaborate with cross-functional teams, members, and external partners to achieve common legislative and communication objectives.

Organizational Skills: Manage multiple tasks efficiently, meet deadlines, and maintain attention to detail in a fast-paced environment.

Political Acumen: Stay informed about political developments, legislative processes, and industry-specific issues.

Experience: Minimum of two (2) years' legislative/regulatory experience and/or experience with nonprofits/trade associations.

Education: Bachelor of Arts degree in Political Science, Communications, Public Relations or related field.

Physical Requirements: Prolonged periods of sitting at a desk and working at a computer.

Travel: Approximately 5% travel required.

Compensation: \$70,000 - \$80,000 annually, DOQ. Excellent benefits, including employer-paid full family medical, dental and vision coverage.

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