

**The Child Support Directors Association
Policy and Advocacy Coordinator Job Description**

Classification: Full-Time, Exempt

Reports To: Executive Director

Compensation: 70,000- 80,000 range depending upon experience

Travel Requirements: will need to travel at times based on the needs of the Association.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

1. Monitor state and federal legislation tracking system for legislation impacting CSDA; develop legislation summaries. Review and analyze proposed legislation in order to recommend advocacy strategy; prepare policy briefs.
2. Maintain current working database of key state and local representatives.
3. Prepare research reports, fact sheets, letters, and other written materials as needed.
4. Assist in developing, implementing, and evaluating grassroots advocacy campaigns to support leadership directives and priorities.
7. Liaise and interface with LCSA Directors and staff of the 58 counties and act as staff' staff for CSDA committees as needed. This includes note taking and meeting minutes
8. Interface with County and State legislative staff and local municipalities with respect to legislation, budget priorities and public policy issues which impacts CSDA
9. Provide essential staff support to Executive Director in preparation for meetings with government and regulatory officials including development of testimony, briefing and presentation materials, meeting minutes, note taking.
11. Coordinate CSDA's policy symposium and legislative day along with the CSDA event and conference coordinator. Prepare all materials, briefs, talking points, schedule meetings with elected officials and staffers.
12. Attend Coalition/Association meetings on behalf of CSDA and cultivate and maintain relationships.
14. Responsible for social media and website updates and working closely with website lead as needed for implementation of advocacy activities.
15. Performs all other related duties as assigned by Executive Director, Committee Chairs, Events and Conference Coordinator

Qualifications: 1. bachelor's degree in political science, Public Policy, Public Affairs, Public Administration, or related field required

2. Minimum of 2 years of experience in legislative, advocacy or public policy work required

3. Experience in developing written and printed materials aimed at legislators or senior level policy makers.

4. Excellent written and verbal communication skills.

5. Possess strong public relations skills

6. Working understanding of the legislative process at federal and state levels.

7. Ability to utilize MS Office Suite software programs Word, PowerPoint, and Excel to prepare letters, reports, presentations, and other documents. Excellent online research techniques, advanced level experience working with detailed spreadsheets and word processing software.

8. Ability to efficiently gather, compile and synthesize data and transform the information into recommendations and messages.

9. Capability of developing persuasive talking points, testimonies, letters, and other communication deliverables.

10. Working understanding basic media and public relations processes, and the role media plays in government relations.

11. Good organizational skills and ability to perform multiple tasks accurately and efficiently under time constraints.

12. Ability to work independently and cooperatively.

13. Strong conflict management skills.

14. Ability to exercise professional judgment and maintain confidentiality.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.

- Must be able to lift up to 15 pounds at times.

Why should you consider joining our team?

The Child Support Directors Association (CSDA) is a nonprofit organization of the local child support directors representing the 58 counties throughout California. The association was established in 2000 to be of service to the local child support agencies in their effort to provide

children and families with the financial, medical, and emotional support required to be productive and healthy citizens in our society.

We offer competitive pay, generous benefits, and a team-oriented environment focused on advocating, educating, and collaborating on behalf of the local child support agencies to advance the child support program as a safety net service leading to family financial stability.

Because we are a federal contractor, we are required to inform you that all qualified applicants will receive consideration for employment without regard to race, color, sex, religion, national origin, protected veteran status, gender identification, sexual orientation, or any other legally protected characteristics, or disability.

Please submit resume to : sday@csdaca.org and Administrative@csdaca.org