



**Advocacy Engagement Specialist
California Assisted Living Association (CALA)**

Reports to Senior Vice President of Public Policy & Public Affairs

About CALA

The California Assisted Living Association (CALA) is the only association solely representing the state's Residential Care Facilities for the Elderly, which encompass Assisted Living, Memory Care, and Continuing Care Retirement Communities. CALA provides its members access to a wealth of tools and resources to support day-to-day operations and quality care for residents, as well as the opportunity to participate in successful, ongoing advocacy efforts to help shape policy.

Job Summary

The Advocacy Engagement Specialist supports CALA's public policy and advocacy efforts working closely with the SVP of Public Policy & Public Affairs and the Director of Public Policy. The Advocacy Engagement Specialist will coordinate advocacy events and grassroots efforts, such as lobby days and legislative tours, support the Political Action Committee, conduct research, and provide administrative support to the public policy team, among other things. This position is 32 hours per week, with flexibility for up to 40 hours on occasion. CALA is currently working a hybrid schedule, in the Sacramento office Tuesday, Wednesday and Thursday.

Responsibilities

Essential functions and responsibilities include, but are not limited to:

Member Engagement and Advocacy Event Planning:

- Manage activities, scheduling and master calendar related to three advocacy events each year.
- Develop official schedule of events, advocacy teams, and legislative visit schedules for advocacy events.
- Evaluate advocacy day events and legislative visits, producing reports and analysis to inform future planning.
- Promote and coordinate grassroots advocacy efforts, including legislative tours, year-round.
- Create and promote monthly Advocacy in Action member engagement activities and produce related materials.
- Maintain a database of CALA member political involvement, identifying key grassroots activists.

Legislative and Regulatory Support:

- Support bill tracking and document management through Capitol Track and legislative portal.
- Support Department of Social Services data and issue tracking and analyze trends.
- Recordkeeping and other administrative support for Political Action Committee.

Administrative Support:

- Monitor public policy content on the CALA website and alert public policy team when updates are needed.
- Monitor and report on meetings, as assigned.
- Provide ongoing support to public policy team.
- Conduct independent research and collect data on policy topics for reports, collateral materials, presentations, and special projects.
- Other duties as assigned. Some travel required.

Requirements

- Strong oral and written communication.
- Strong interpersonal skills.
- High attention to accuracy and detail.
- Ability to multi-task and change direction quickly.
- Bachelor's degree or relevant experience required.

- 1+ years of related experience preferred.
- Experience with Voter Voice and Capitol Track is helpful.

CALA Offers

- \$26 - \$28 starting hourly wage, dependent upon experience.
- Comprehensive benefits package including Medical, Dental, Vision, 401(k).
- Paid parking.

To be considered, email a cover letter and resume to apply@caassistedliving.org. No phone calls.