

October 2025

**Position:** Legislative and Policy Advocate  
**Reports to:** CEO  
**Status:** Exempt  
**Location:** Sacramento  
**Salary and Benefits:** Competitive, including 10% annual retirement contribution

*The CAFP seeks a resourceful Legislative and Policy Advocate who is dedicated to advocating for family physicians and the communities they serve on critical health care issues in California.*

### **About Us**

California Academy of Family Physicians (CAFP) is a nonprofit membership association with more than 10,000 family physician members across the state. Our mission is to empower, educate, and connect current and future family physicians to improve the health of all Californians. To achieve this mission, we advocate on behalf of family physicians, support them in practice with educational products and services, and foster community by connecting family physicians with one another.

CAFP staff bring a wide range of knowledge, skills, and life experiences to the organization. CAFP staff are a motivated and dynamic group of individuals who focus on different aspects of CAFP's organizational work but remain very team oriented.

### **Responsibilities**

In collaboration with the appropriate internal committees, physician members, CEO and lobbyist, the Legislative and Policy Advocate is responsible for implementing advocacy strategy, building relationships with lawmakers, staffing internal committees and representing CAFP.

#### ***Legislative and Regulatory Advocacy:***

- Meet with legislators, legislative staff, the Governor's Office, and administrative agency representatives on priority legislation and policy proposals.
- Represent CAFP in meetings and other public events, including preparing and delivering testimony at legislative and administrative hearings.
- Participate in FP-PAC strategic planning and attend PAC events.
- Assist with coalition building among stakeholder groups that have a mutual interest in primary care issues.

- Draft fact sheets and talking points.
- Monitor, analyze, and summarize California state legislation, budget proposals, and regulations that affect family physicians and their patients' health.
- Draft and submit legislative position letters and regulatory comment letters.
- Understand and effectively communicate about regulations/policies affecting the practice of medicine.

#### ***Member Engagement and Governance:***

- Provide staff leadership and support to CAFP committees and delegations, including developing materials and reports.
- Assist with the execution of grassroots advocacy action plans.
- Manage content development for member-facing advocacy newsletters and information.
- Assist with the planning and staffing of CAFP's annual All Member Advocacy Meeting.
- Organize CAFP's Lobby Day, including drafting background materials, talking points, and attendee communications, and providing necessary post-meeting follow-up.
- Identify and prepare witnesses for testimony to legislative and regulatory committees.
- Respond to member inquiries.

#### **Position Requirements**

- Bachelor's degree required. Advanced degree in public policy, political science or similar preferred.
- At least 3 years of relevant experience including experience in the legislative and/or regulatory environment.
- Excellent written and verbal communication skills, with a proven capacity to draft issue briefs, talking points and position letters.
- Organized, efficient, and attention to detail and accuracy.
- Able to multitask to address multiple simultaneous demands.
- Strong interpersonal skills including the ability to work in collaboration with diverse staff, physician members, and stakeholder partners.

#### **Work Schedule and Compensation**

This is a full-time exempt position, based in Sacramento, California. The position is required to be in the office or at work-related meetings at least three days a week. Some travel required for PAC events, conferences and member-facing meetings. Some evenings and weekends required for PAC events and internal member meetings.

Salary ranges from \$85,000 to \$110,000 based on experience and expertise. Health, vision, and dental benefits are provided, along with generous retirement benefits and time off.

**To apply, please send a resume and cover letter to [jobs@familydocs.org](mailto:jobs@familydocs.org).**

*We value a diverse workforce and are committed to creating a culture of inclusivity. Our goal is to attract qualified candidates and encourage applications from all individuals without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other characteristic protected by applicable law.*