



State Policy Associate Job Description

Application deadline: October 27, 2017, 5 PM

Applications will be accepted on a rolling basis. The job is still open as long as this announcement is posted at californiawalks.org/employment

About California Walks:

California Walks (Cal Walks) is the statewide voice for pedestrian safety & healthy, walkable communities for people of all ages & abilities. Cal Walks partners with state agencies, organizations, and community members to establish and strengthen policies, practices, and programs that support and advance pedestrian safety and healthy, walkable communities.

Position Title:

State Policy Associate

Reports to:

Executive Director

Start Date:

January 1, 2018 or sooner

Compensation:

Salary commensurate with experience.
Annual salary range: \$50,000-65,000

Work Schedule:

Full-Time, Exempt employee; Must be available to travel up to 20% of the time; 12-month position, with opportunity for extension contingent upon funding.

Location:

Home-based position in Sacramento, CA

Benefits:

Competitive benefits include employer-sponsored health insurance, Flexible Spending Account (FSA), SIMPLE IRA retirement contributions, pre-tax commuter checks, and 3 weeks vacation, 12 days sick leave, and 10 paid holidays.

Interviews:

Phone interviews will be conducted on a rolling basis between October-November, 2017. In-person interviews will be held November 27-December 1, 2017 in Downtown Sacramento.

Position Summary:

This is a dynamic and exciting position to support our Sacramento-based policy initiatives. This position will manage Cal Walks' state administrative and legislative policy advocacy efforts, as well as our local technical assistance programs to communities across California. This position will lead advocacy efforts to maximize state funding and improve state, regional, and local transportation policies that further health, equity, and active transportation throughout California.

Primary responsibilities and functions include coalition building and cultivating relationships with local and state elected officials, state, regional, and local agency staff, and community partners; participating in state agency hearings, meetings, and workshops; researching and analyzing proposed policy transportation changes; drafting policy analyses, white papers, case studies, comment letters, and other written products to advance healthy and sustainable transportation policies; identifying opportunities to advance pedestrian safety and walkability; and delivering technical assistance programs to community-based organizations and local/regional transportation agencies.

Key responsibilities and functions:

- **Advocacy, Education, and Community Engagement**
 - Build partnerships and cultivate relationships with non-profit and/or community-based organizations and networks interested in or working on active transportation policy and programs;
 - Develop policy recommendations to integrate health, equity, and active transportation into state, regional, and local transportation policies;
 - Participate in existing statewide coalitions on transportation, health, climate change, and equity;
 - Mobilize community participation in active transportation policy advocacy opportunities;
 - Plan, organize, and deliver technical assistance programs to community members and local/regional agencies; and
 - Work with other Cal Walks staff to identify opportunities to strengthen relationships with district offices of state legislators.

- **Public & Governmental Relations**
 - Act as primary spokesperson and champion for Cal Walks' statewide efforts;
 - Cultivate relationships with public agency staff including, but not limited to, California State Transportation Agency (CalSTA) and its departments (Caltrans, California Highway Patrol, Office of Traffic Safety, Department of Motor Vehicles (DMV)), the California Transportation Commission, the California Department of Public Health, the Strategic Growth Council, the California Air Resources Board (CARB), the Health in All Policies Task Force, and the Governor's Office of Planning and Research (OPR).;
 - Cultivate relationships with state legislators and staff to develop champions for pedestrian safety and walkability;

- Explore partnerships with academic institutions investigating the relationships between transportation, health, climate change, and equity;
 - Cultivate relationships with state policy news media, including TV, radio, print, and blogs; and
 - Participate in public advisory committees and meetings that impact active transportation policies and projects.
- **Other Duties as Assigned**

Minimum Requirements:

- This is not an entry level position. Must have a minimum of three years' experience in managing advocacy campaigns or equivalent.
- Preferred - BA in urban planning, urban studies, public health, public policy, social welfare, political science, nonprofit management or other related field. A BA may be substituted with a minimum of two years' experience in coordinating advocacy campaigns, community capacity building trainings, or equivalent.
- Must be detail-oriented, able to manage competing tasks, and have a solid understanding of organizational management and coalition building.
- Must have experience in policy analysis and/or implementing policy advocacy campaigns.
- Must have experience in or willingness to learn about transportation policy, planning, and programming; health equity; and pedestrian safety.
- Must have experience in program/workshop planning or facilitation and working with community residents.
- Proficiency in Microsoft Office, Google Docs, project management software (e.g., Asana).

Ability to:

- Work both independently and as a team member.
- Multi-task, with flexibility, efficiently.
- Demonstrate sound judgment and decision-making.

Desirable skills and qualifications:

- Adobe (Photoshop, InDesign, etc.) highly desirable.
- Experience in grant writing, reporting, and conducting process and outcome evaluations.
- Commitment to active transportation, environmental justice, or climate justice work.
- Bilingual in a language commonly spoken in California. Spanish language proficiency a plus.

How to Apply:

Please send your résumé, a cover letter, salary requirements, a writing sample (preferably 2-3 pages long, related to policy), and three references to info@californiawalks.org. Please use "Application for State Policy Associate Position" as the subject of the e-mail and name the

documents as your last name and the document name (example: "Last Name_Cover Letter"). Please provide documents in PDF file format.

California Walks is an "at-will" and equal employment opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.

Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

Persons of color, gay, lesbian, bisexual and transgender people, persons with disabilities, persons who have lived in poverty, ex-offenders, and people fluent in more than one language are strongly encouraged to apply.