



LEGISLATIVE ADVOCATE JOB ANNOUNCEMENT

Organization Profile (us):

FACCC, the Faculty Association of California Community Colleges, is a 63 year-old statewide professional membership association, headquartered in Sacramento just four short blocks from the Capitol. We employ a small talented team to help develop and implement an ambitious agenda for the faculty of the California Community Colleges. Our employees thrive on commitment, hard work, reliability, multi-tasking, problem solving, creativity, and team work (not to mention good humor).

Since FACCC's mission is advocacy, the Legislative Advocate position is a major focal point for the organization. Scroll to the bottom for a thorough description of the job.

Candidate Profile (you):

- Start with knowledge of the California Legislature and already developed professional relationships with elected officials in the Assembly and/or Senate. This is so crucial to the selection process that we'll even give you one of the first interview questions: "Name three members of the Legislature that know you (that we can verify)?"
- Desire to be not just a good, but a *great*, advocate for California Community College faculty. That starts with the ability to fuse strong written and oral communication skills with policy analysis and political acumen.
- Understand that success does not happen overnight. We need someone who can commit to a minimum of three years even though other job possibilities may open along the way.
- Recognize that this is a full-time job that requires long hours, including some weekends, and occasional (generally non-luxurious) travel.

- Have already developed a reputation for honesty, ethics, and reliability in the workplace.
- Believe strongly in the mission and vision of the California Community Colleges as offering high quality accessible postsecondary education to all Californians who can benefit from the experience, and in the [mission and vision](#) of FACCC.
- Want to work in the legislative arena while still accepting association oriented responsibilities necessary for the operation of the organization.
- Embrace an office—not a work from home—environment in which flexibility and graciousness are paramount to success.
- Can accept challenges and even disappointments with grace and maturity. Recognizing that not every effort will be successful, we continue to persevere and try again another day.
- Are an overall optimistic professional, can enjoy a good laugh, and strengthen an already positive working environment.
- Project a balance of both confidence and humility.
- Possess (at minimum) a bachelor’s degree.
- Always love to learn and seek constructive feedback. In this environment, we are all always learning and teaching at the same time. The successful candidate recognizes there is always a learning curve, and that’s what makes the job interesting.

If this sounds like you and you are ready to impact the nation’s largest system of higher education, we encourage you to apply.

COMPENSATION

Mid-\$50s DOE plus excellent stipend in lieu of health benefits. Employer-side retirement contribution on a vesting schedule begins after first year.

SELECTION PROCESS

We will keep the position open until filled. All interview and relocation expenses are borne exclusively by the applicant.

Our selection process will include:

- Resume screening
- Telephone conversation seeking basic information on skills
- First interview, serving as a “meet and greet”
- Second interview to involve writing, proofreading, editing, and testimony
- Reference checking
- Third interview which includes volunteer leaders
- Final discussion about terms of employment

GETTING STARTED

Submit the following by e-mail to FACCCresumes@gmail.com:

- 1) Cover letter summarizing your qualifications and explaining your interest in the position
- 2) Resume providing academic and work history
- 3) Separate sheet, apart from the resume, detailing salary history (information treated confidentially)
- 4) Writing sample
- 5) If you live outside the Sacramento vicinity, please explain your interest in moving here and when you plan to do so.
- 6) Three references

We are incredibly busy and will respond only to those applicants who have submitted **all requested items**. Please do not call. Communication will be handled electronically or by mail.

While electronic communication is preferred, we will accept the requested information by mail c/o: Executive Director, 1823 11th Street, Sacramento, CA 95811.

EOE.



Job Description Legislative Advocate

This is an at-will professional position requiring a combination of legislative, communication, analytical, and political skills. While its central focus is advocacy, it will include other association related assignments.

The Legislative Advocate represents FACCC and contractual clients of FACCC in the legislative and regulatory arenas, namely the Capitol, the California Community College Board of Governors, the California State Teachers Retirement System, and the Employment Development Department.

He/she is responsible for tracking, analyzing and writing legislative and regulatory proposals, meeting with administration representatives, legislators, regulators and staff, and providing correspondence and testimony stating FACCC's positions. In performing this task, the Legislative Advocate is also responsible for developing and implementing legislative strategies for direct lobbying and grassroots participation. As an external liaison for FACCC, the Legislative Advocate may be asked to represent FACCC at coalition meetings, speak at community college campuses or other venues.

Like all professional staff, the Legislative Advocate participates in staff meetings, assists in recruiting members into the organization, and helps in identifying sponsorship opportunities. Additionally, the Legislative Advocate assists in the development of the Advocacy & Policy Conference and may be asked to participate in other programs of the organization. Moreover, the Legislative Advocate works with the Executive Director and Communications Director in composing FACCC print, electronic, and social media, and in ensuring timeliness of information.

The Legislative Advocate works with FACCC leadership on the FACCC Board and in various committees by staffing FACCC committees and educating faculty leaders about FACCC's legislative agenda and other legislative/regulatory issues. Where appropriate, the Legislative Advocate should participate at FACCC Board meetings to consult on legislative/regulatory matters. The Legislative Advocate will also field calls from community college faculty and others regarding legislative and regulatory issues and other association work.