



*To inform, educate, empower, and advocate
for faculty in service to students and the communities of California*

Legislative Coordinator

Organization Profile (us):

FACCC, the Faculty Association of California Community Colleges, is a 73-year-old statewide 501(c)(6) professional membership association, headquartered in Sacramento, just four short blocks from the Capitol. We employ a small, talented team dedicated to advancing an ambitious agenda on behalf of the California Community Colleges faculty and students. Our employees thrive on commitment, hard work, reliability, multitasking, problem-solving, creativity, collaboration, and a passion for public higher education.

Diversity, Equity, and Inclusion Statement:

To ensure the equal educational opportunity of all students and the creation of a just society, FACCC calls for the elimination of racism from all aspects of our society, starting with our state's community colleges. Various diversity, equity, and inclusion initiatives are being nurtured throughout the state's community colleges. [Read the full statement here.](#) FACCC is an Equal Opportunity Employer.

The Position:

The Legislative Coordinator is a part-time, at-will professional position that reports jointly to the Director of External Affairs and the Government Relations Specialist. This position supports FACCC's legislative advocacy, public affairs, member communications, and organizational outreach. The ideal candidate is a strong writer and communicator with an interest in public policy, higher education, advocacy, and nonprofit communications.

This position requires strong organizational skills, attention to detail, political awareness, and the ability to work collaboratively with faculty leaders, legislators, staff, and external partners. The position averages about 10 hours per week and can be flexible to accommodate the coordinator's academic schedule.

Hybrid work schedule. Sacramento-area candidates preferred.

Core responsibilities include, but are not limited to:

Legislation & Advocacy:

This position provides support to the Government Relations Specialist in legislative and advocacy efforts.

- Research and assist in developing potential sponsored and co-sponsored legislation, including supporting bill language and background materials.
- Track legislation, state budget proposals, and policy developments affecting California Community Colleges.
- Draft letters of support, opposition, or concern on active legislation.
- Assist in preparing Action Alerts, legislative updates, advocacy materials, and policy briefs.
- Assist with legislative events, advocacy campaigns, and political functions, some of which may occur outside normal business hours.
- Review legislative communications and public-facing advocacy materials for accuracy and consistency.

Communications:

- Assist in developing written and visual content for FACCC's website, newsletters, email campaigns, and social media platforms.
- Coordinate and support communications highlighting FACCC programs, conferences, legislative priorities, advocacy campaigns, and member accomplishments.

Additional duties may include supporting FACCC's broader advocacy, political engagement, professional development programs, conferences, and special projects.

Ideal Candidate

Ideal candidates are current community college students, recent graduates, or early-career professionals with experience or a strong interest in journalism, public policy, political science, public affairs, higher education, nonprofit advocacy, communications, or related fields.

Relevant experience may include:

- Legislative research or public policy work
- Government relations or advocacy
- Campus-based journalism or student media
- Writing, editing, or graphic design
- Public relations or marketing
- Nonprofit, association, or labor organization communications
- Student government, campus leadership, or community organizing

Candidates should demonstrate initiative, professionalism, strong writing and editing skills, attention to detail, and the ability to work independently while collaborating effectively with a small team.

Experience with Canva, Adobe Creative Suite, Mailchimp, WordPress, video editing software, Microsoft Office, Google Workspace, and social media platforms is preferred but not required.

Compensation

\$20 per hour with an expectation of approximately 10 hours per week.

Duration

This position is designed to accommodate the coordinator's academic schedule. The initial appointment is through the fall semester, with the opportunity to re-evaluate the position and workload following winter break.

Selection Process

We will keep the position open until filled. Our selection process includes:

- Resume screening
- Telephone or email conversation regarding qualifications and experience
- Zoom meeting serving as an initial interview
- Final interview
- Reference check
- Final discussion regarding terms of employment

Getting Started

Submit the following materials by email to **info@faccc.org**:

- Cover letter summarizing your qualifications and explaining your interest in the position
- Resume outlining your academic and professional experience
- Writing sample
- Three professional or academic references

We will respond only to applicants who submit all requested materials. Please refrain from using AI in your writing sample. Communication throughout the hiring process will be handled electronically.