



## **Legislative Coordinator Job Description**

### **Position Summary**

The Legislative Coordinator is a full-time position with the leading statewide association that represents California independent, nonprofit higher education and its 80-plus, WASC accredited member institutions. The Legislative Coordinator is responsible for advocacy and public policy support of independent higher education, including representing AICCU before various public bodies, such as the Office of the Governor, the California Legislature, and the California Commission on Teacher Credentialing. The Legislative Coordinator reports to the Vice President for Government Relations and works collaboratively with the entire team.

### **Responsibilities**

Implement AICCU's government relations and public policy initiatives, as directed by the Vice President for Government Relations.

- Support AICCU policy and advocacy activities: review newly introduced legislation and assist in determining priorities; monitor legislation that AICCU is tracking and provide updates as needed; monitor legislative calendar and weekly committee schedules; write bill position letters.
- Provide public testimony in policy and budget committees, in collaboration with the Vice President for Government Relations, for legislation that AICCU has positions on.
- Advocate, with the Vice President for Government Relations or singularly, on legislation that AICCU has positions on, to legislators, legislative staff, and regulatory bodies/commissions.
- Review state and federal policies and regulations and provide written analysis of impact on association members.
- Develop relationships with key legislators, their staff, committee staff, and department and commission staff, to effectively advance the goals of the association.
- Develop and maintain relationships with campus administrators and staff, including, but not limited to: government/community relations staff, communications staff, financial aid staff, provosts/vice presidents, and presidents.
- Develop and maintain relationships with stakeholder groups (higher education advocates, social equity organizations, chambers of commerce and other workforce development organizations, and public colleges and universities) to support and advance AICCU policy agenda.

- Support the Deans of Education Council, Financial Aid Directors Council and all activities in teacher preparation in consultation with the AICCU President and Vice Presidents.
- Plan and execute the *Day in the Capitol*, AICCU's annual student lobby day which brings students and campus leaders to the Capitol to advocate for student financial aid and college choice.
- Monitor the state budget and fiscal outlook; advocate on higher education policy issues that impact the sector, e.g. research, teacher preparation, student financial aid.
- Assure timely and accurate action/response to legislative and regulatory questions from association members, legislative offices, the governor's office, and regulatory/commission bodies.
- Assist the Vice President for Government Relations to develop bill position letters and testimony to be delivered before the Legislature, boards, and commissions.
- Maintain AICCU Government Relations Twitter.
- Handle other responsibilities, as assigned by the Vice President.
- Work in collaboration with the Vice President for Policy, Director of Communications and Strategic Initiatives.

### **Education/Experience Requirements**

Bachelor's degree (minimum), preferably in political science, public administration, public policy, other or related field. Two to five years of experience in the Legislature, lobbying firm, or association, with increasing responsibility in staffing legislation, policy advocacy, coalition building, and policy development.

### **Knowledge/Skills Requirements:**

Strong written and verbal communications skills—articulate, concise, and can effectively explain complex policy issues in an easily understandable manner. Strong analytical skills, including ability to thoroughly evaluate alternatives and innovative problem resolution. Strong leadership, organization, collaboration, and interpersonal skills required—must be a team player, articulate, concise, diplomatic, and considerate. Project management and ability to organize and motivate staff is critical. Must thrive in a fast-paced environment with many complex and interrelated organization efforts.