



Job Announcement

Government Relations Director

Job Description

The Government Relations Director provides policy, administrative, and communications support to the UCSA Board of Directors regarding issues affecting UC students in the state and federal government. Responsibilities include research, education and training, legislative strategy, and lobbying. This position also coordinates student lobby trips and conferences in Sacramento and Washington, DC. This position will be primarily based in Sacramento, but will be expected to travel regularly to UCSA's office in Oakland, monthly on weekends to UCSA Board Meetings, and several times per year to UC campuses or Washington, DC.

Advocacy (45%)

- Advocates policy positions adopted by the Board to state legislators, legislative committees, the Office of the Governor, and the California Student Aid Commission.
- Maintains and develops relationships with legislative offices, including members of the higher education and budget committees, other state agencies such as the Department of Education and Office of the Governor, and the UC Office of the President Government Relations staff in Sacramento and Washington, DC.
- Coordinates travel for students to attend hearings and meetings with legislative offices or coalition partners.
- Works to build and maintain coalitions and partnerships with other statewide student organizations and other allies to coordinate legislative strategy and efforts.
- Coordinates statewide e-advocacy efforts (legislative alerts, call-ins, letter writing, etc).

Research & Communications (30%)

- Under the direction of the UCSA Government Relations Committee, develops the organization's legislative agenda, provides analysis and recommendations for action, and tracks legislative support for any bills on which UCSA has taken a position.
- Conducts research and develops reports and factsheets on legislation and judicial decisions on issues affecting affordability, access, equity, and quality of education and student resources at the UC, including attention to issues affecting students of color and other historically underrepresented populations.
- Develops a communications plan regarding UCSA's priorities by ensuring that information on the UCSA website is up to date, organizing press outreach, working with legislative offices and coalition partners to develop shared messaging, and coordinating timely responses by students to current events and media inquiries.
- Assists students with the preparation of testimony for advocacy to legislators.

Field Visits & Training (10%)

- Assists campus legislative directors and Board members in recruitment and development of campus lobby corps offices and involving members of their student association in UCSA's legislative campaigns.
- Prepares and facilitates on-campus lobbying skills and issue trainings for Board members and lobby corps throughout the year.
- Develops two training tracks for beginning and experienced student advocates.



Oakland Office

385 Grand Ave, Suite 302
Oakland, CA 94610
[o] 510.834.8272
[f] 510.834.8286

Sacramento Office

1020 12th Street, Suite 232
Sacramento, CA 95814
[o] 916.442.8280

www.ucsa.org

 UCStudentAssociation

 @_UCSA

 @ucstudents



Conference & Event Planning (10%)

- With other staff, plans programming, content, and lobby visit coordination for UCSA's annual Student Lobby Conference, at which approximately 350 students convene in Sacramento to learn about the legislative process and then lobby their legislators on the state budget and bills affecting student populations.
- Assists in fundraising and seeking sponsors for Student Lobby Conference.
- Plans the annual UC Hill Day, a small conference and coordinated lobby trip for UC students in Washington, DC, and at least one other lobbying trip to Washington, DC for UCSA leadership.

Other Staff Duties (5% of time)

- Maintains accurate accounts of expenditures, administers UCSA's Sacramento office, and assists the Executive Director in preparing lobbying reports in compliance with applicable laws governing non-profit associations.
- Regularly staffs UCSA Board meetings and conferences.
- Other duties as assigned.

Recommended Qualifications, Skills, and/or Experience

- Bachelor's degree; 2+ years experience and/or training in government relations, legislation, and/or lobbying
- Experience with student organizations or student government campaigns
- Commitment to building student power, sharing decision making, taking direction from students, and amplifying UCSA's mission and social justice initiatives
- Ability to represent and include communities of color and other underrepresented groups
- Ability to cultivate relationships with likely and unlikely allies, including negotiation and conflict resolution skills
- Excellent written, verbal, presentation and analytical skills; internet and media research skills
- Willing to execute day-to-day tasks and work independently
- Proficient in Microsoft Office (including Word, Excel, PowerPoint) and Google Apps
- Able and willing to travel independently, work evenings, and weekends

How to Apply

Submit a cover letter, resume, references, and one writing sample at <http://www.ucsa.org/job-opportunities>.

Compensation

UCSA offers a modest nonprofit salary of \$57,288.60, which is adjusted annually to account for increases to cost of living. UCSA also offers 100% employer-paid premiums for Kaiser Platinum Healthcare, dental, and vision; sick time and PTO accrual plus four weeks paid vacation during school breaks; pre-tax retirement plan option with matching up to 3% salary; and student loan reimbursement up to \$150 per month. Please note that in an effort to equitably compensate all entry-level employees, this compensation package is non-negotiable.



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