



University of California Student Association
1020 12th St., Suite #232
Sacramento, CA 95814
510-834-8272 | www.ucsa.org

Federal Government Relations Director

Job Description

The Federal Government Relations Director is an official in-house lobbyist of the UC Student Association and leads the organization's federal lobbying efforts. Responsibilities include research, education and training, legislative strategy, and lobbying. This position also coordinates student lobby trips and conferences in Washington, DC., and is a major strategist and facilitator in building relationships with national higher education advocates and other statewide or national student associations. This position will be primarily based in Washington, DC., but will be expected to participate remotely one weekend per month at UCSA Board Meetings and travel to California three times per year for UCSA's annual conferences.

Federal Advocacy Program (65% of time)

- Advocates policy positions adopted by the Board to federal legislators, legislative committees, and the Department of Education.
- 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.
- Maintains and develops relationships with legislative offices, including members of the higher education and budget committees, other federal agencies such as the Department of Education, and is the primary contact with the UC Office of the President Federal Government Relations staff.
- Leads and facilitates relationships with coalition partners and other stakeholder organizations involved in higher education advocacy at the federal level.
- Coordinates nationwide e-advocacy efforts (legislative alerts, call-ins, letter writing, etc).
- Organizes all federal leadership visits for the UCSA Board of Directors, including visits at the UC Hill Day Conference.
- Leads drafting of all legislative, budget, and regulatory position letters, including legislative support letters, comments on federal rules, and other position letters as needed, in consultation with the Policy Director.
- Works to build relationships and infrastructure for joint advocacy with other state and national student associations.

Civic Engagement (25%)

- Serves as the primary staff advisor for UCSA's UCweVOTE campaign and helps coordinate organizational efforts in advancement of the campaign.
- Helps negotiate and apply for grant funding to supplement UCSA's civic engagement programs, such as nonpartisan voter registration, get out the vote activities, and census completion.



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- Trains students on how to promote civic engagement.

Event Planning and Travel Coordination (5%)

- Leads the planning and coordination of the annual UC Hill Day conference in Washington D.C.
- Coordinates travel for students to attend hearings and meetings with legislative offices or coalition partners.

Other Staff Duties (5% of time)

- Creates relevant trainings for student advocacy and involvement.
- Regularly staffs UCSA conferences and their respective board meetings. Attends other board meetings remotely.
- 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

Complete our application and 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 \$60-68K for this position, which is adjusted annually to account for increases to cost of living. UCSA also offers 100% employer-paid premiums for



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Kaiser Platinum Healthcare, dental, and vision; sick time and PTO accrual plus four weeks paid vacation during school breaks; pre-tax SIMPLE IRA retirement plan option with matching up to 3% salary; a commuter benefit of \$50/month for non-remote employees; reimbursement for TSA PRE; and student loan reimbursement up to \$150 per month with proof of current debt.