



CALIFORNIA ACADEMY OF
FAMILY PHYSICIANS
STRONG MEDICINE FOR CALIFORNIA

Position Title: Legislative and Policy Advocate
Classification: Exempt, Full-time
Reports to: Vice President of Advocacy and Policy

Position Summary:

The CAFP seeks an experienced, motivated, and creative Legislative and Policy Advocate who is dedicated to policy research and writing and advocating for family physicians on critical health care issues in California. This position provides strategic and tactical support to advance CAFP's advocacy and policy priorities. The ideal candidate will have the knowledge, skills, and abilities to conduct legislative advocacy and policy development. The Legislative and Policy Advocate will be a team player dedicated to promoting primary care and the issues that are important to family physicians.

Join a team of passionate and hardworking professionals who value community, diversity, connection, and professional development for a rewarding and long-lasting career. Be a part of changing the health care landscape to improve health care access and health equity.

Organization Description:

Established in 1948, the California Academy of Family Physicians (CAFP) is a nonprofit membership association with almost 11,000 members across the state. CAFP advocates on behalf of family physicians and the issues they care about, supports family physicians in practice with educational products and services, and fosters community by connecting family physicians with one another.

Core Responsibilities:

Legislative Advocacy and Policy Development:

- Work closely with VP of Advocacy and Policy to develop and implement legislative, administrative, and budgetary policy advocacy strategies that meet CAFP's organizational and program goals.
- Develop bill language, policy proposals, fact sheets, and position papers.
- Compile, monitor, analyze, and summarize California state legislation, budget, regulations, policies, and issues that affect family physicians and their patients' health.

- Oversee a tracking system for CAFP priority legislation and legislation of interest, including regular status reports and summaries of activities on CAFP priorities.
- Draft and submit legislative position letters and regulatory comment letters and track the submission of legislative letters.
- Meet with legislators, legislative staffers, the Governor's Office, and administrative agency representatives on priority legislation and policy proposals.
- Represent CAFP in meetings and other public events, including preparing and delivering testimony at legislative and administrative hearings.
- Research quantitative and qualitative data and background material to support policy.
- Assist with coalition building among stakeholder groups that have a mutual interest in primary care issues.

Member Engagement and Governance:

- Provide primary staff leadership and support to CAFP committees and delegations, including developing materials and producing minutes and reports.
- Assist with the execution of grassroots advocacy action plans.
- Manage design, content development, and distribution of the Legislative Update e-newsletter and other methods of communication.
- Assist with the planning and staffing of CAFP's annual All Member Advocacy Meeting.
- Organize CAFP's Lobby Day, including drafting background materials, talking points, and attendee communications, and providing necessary post-meeting follow-up.
- Identify and prepare witnesses for testimony to legislative and regulatory committees.
- Participate in FP-PAC strategic planning and attend PAC events.
- Respond to member inquiries.

Required Skills and Experience:

- An advanced degree in public policy, public health, public administration, or related field, and three years related experience (OR five years direct related experience)
- Excellent written and verbal communication skills, with a proven capacity to deliver clear, organized, and concise messages.
- Proven experience managing complex research projects, including the ability to think strategically and creatively to answer a research question using qualitative and quantitative data analysis.
- Ability to think strategically and deliver tactically.
- Organized, efficient, and attention to detail and accuracy.
- Able to multitask to address multiple simultaneous demands.

- Strong interpersonal skills including the ability to work in collaboration with diverse staff, physician members, and stakeholder partners.
- Proficiency with basic office software products including Word, Excel, Power Point, and Google's suite of office products.

Work Schedule and Compensation

This is a full-time position, based in Sacramento, California, with the possibility of remote working. Travel (up to 20%) within the U.S. is required.

** All staff are currently working remotely, and most professional travel is currently on hold due to COVID-19.*

Salary is commensurate with experience ranging from \$85k to \$90k. Health, vision, and dental benefits are provided, along with generous retirement benefits and time off.

HOW TO APPLY

Candidates that meet the requested requirements should send a cover letter and resume to jobs@familydocs.org.