



CALIFORNIA ACADEMY OF
FAMILY PHYSICIANS
STRONG MEDICINE FOR CALIFORNIA

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

Position Summary:

The CAFP seeks an experienced, motivated, and creative Advocacy Assistant. The ideal candidate will have the knowledge, skills, and abilities to conduct grassroots activities, provide administrative support to the Family Physician (FP) Political Action Committee (PAC), and provide staff support to CAFP committees and delegations. This position requires an individual who enjoys interacting with people and who is organized, efficient, and detail-oriented.

Join a team of passionate and hardworking professionals who value community, diversity, connection, and professional development for a rewarding and long-lasting career.

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:

- Administer the FP-PAC, including scheduling FP-PAC board meetings; preparing board materials, communications, minutes, and reports; managing contributions; issuing donations; and coordinating Key Contacts for PAC events.
- Work with CAFP's physician members through CAFP's Legislative Key Contacts program including managing family physician Key Contacts information, assisting with the execution of grassroots advocacy action plans, and helping identify and coordinate Key Contacts for legislative and regulatory testimony.
- Provide support to CAFP committees and delegations, including scheduling, developing materials, and producing minutes and reports.
- Manage a tracking system for CAFP priority legislation and submission of position letters.

- Research and compile CAFP policies.
- Assist with the distribution of the Legislative Update e-newsletter, Family Physicians Political Action Committee (FP-PAC) quarterly e-newsletter, and other methods of communication.
- Assist with the planning and staffing of CAFP's annual All Member Advocacy Meeting.
- Coordinate CAFP's Lobby Day, including coordinating meetings and attendees, distributing attendee communications, and providing necessary post-meeting follow-up.
- Assist with responding to member inquiries.
- Provide general administrative support to the advocacy and policy team.

Required Skills and Experience:

- Bachelor's Degree or at least five years of relevant experience.
- Excellent written and verbal communication skills.
- Organized, efficient, and attention to detail and accuracy.
- Able to multitask to address multiple simultaneous demands.
- Proficiency with basic office software products including Word, Excel, Power Point, and Google's suite of office products.
- Strong interpersonal skills including the ability to work in collaboration with diverse staff and physician members.

Work Schedule and Compensation

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

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

Salary is commensurate with experience ranging from \$55k to \$60k. 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.