



CARA Legislative/Political Director Job Announcement

The Legislative/ Political Director coordinates CARA's Legislative Committee, Board and Staff to advance the rights of seniors and people with disabilities in the legislative, administrative, and judicial arenas, maintain CARA's presence in each and coordinate and support the work of our affiliated organizations and CARA Action Teams under the direction of the Executive Director. Will also work to develop a political education program in key election years to engage seniors on the important issues and to inform them on the positions of candidates and on appropriate ballot measures.

ESSENTIAL JOB FUNCTIONS

- Oversee and staff CARA's Legislative Committee (volunteers). Responsibilities include training and supporting committee members, planning, assigning and directing work (to direct is to lead); appraising performance; and resolving problems;
- Coordinate legislative committee to advance CARA sponsored/supported bills and ensure they carry out our priorities;
- Work to formulate CARA's positions on legislative issues and recommend to the Legislative Committee and the CARA board of directors
- Convene and coordinate CARA advocacy at the Capitol and in the Districts;
- Develop materials for CARA leaders and Board members to craft strategic priorities;
- Develop a strategy for achievement of our legislative priorities;
- Develop oral and written communication to CARA affiliates, members, CATs and the public about CARA sponsored legislation;
- Coordinate legislative committee to advance CARA-sponsored bills;
- Help prepare written fact sheets, letters of support and opposition, and other communications on legislative and administrative issues;
- Build and maintain relationships with CARA affiliates, leaders, policymakers, allies, and staff;
- Build and participate in coalitions to advance senior's rights, as well as the rights of those represented by coalition members;
- Prepare and present written and oral testimony before legislative and administrative bodies;
- Research and analyze legislative proposals introduced by affiliates, allies, opponents and legislators;
- Coordinate and provide support for the CARA Board, staff, and leaders on legislative matters;
- Respond to affiliates needs for support to advance their issues;
- Engage in outreach, where appropriate, to organizations outside of CARA but with a similar focus on victories for historically disadvantaged communities;
- Represent CARA at various meetings and events with member leaders;
- Participate in and organize various CARA-sponsored meetings and trainings;
- Help lead and develop political and electoral campaigns on key CARA issues as needed;

- With Executive Director, develop Senior Vote campaign objectives and materials;
- Help develop training programs to engage CARA members in Senior Vote activities;
- Work well under pressure and handle stress effectively; and
- Perform other duties as assigned.

REQUIRED KNOWLEDGE AND EXPERIENCE

- Ability to enjoy the work! And experience or ability in:
- Work with seniors, labor, and other social change movements;
- Legislative and administrative advocacy;
- Strategic thinking;
- Strong written and oral communication skills;
- Policy research and analysis;
- Supervisory experience demonstrated ability to lead a team;
- Relationships with senior organizations and progressive allies, particularly those with a focus on racial justice and building power for low-income or disadvantaged communities;
- Experience working in fast-paced, high-pressure environments;
- Attention to detail with the ability to balance multiple tasks;
- Proven track record of advancing an agenda;
- Proficient with computer software programs; and
- Graduate or law degree preferred.

REPORTING STRUCTURE

Reports regularly to the Executive Director and works closely with the CARA Legislative Committee leaders, CARA board and staff members.

WORK ENVIRONMENT

Likely telecommuting for the duration of the COVID-19 pandemic. Hopefully, will be based in the CA Labor Federations' Sacramento office, with some travel to the Oakland headquarters. Some travel to CARA Affiliates across the state, conferences, and meetings. Significant time spent in the Capitol with CARA members., Work on political or electoral campaigns may require some extended stays in a particular jurisdiction.

SALARY AND BENEFITS

Compensation – This is a full time position. Salary will be based on experience. Seniors, people with disabilities, Black, indigenous, people of color are strongly encouraged to apply. SDA is an equal opportunity employer. Deadline for application is November 1, 2021 or until position is filled.

The following Benefits are available:

- 1) Health and Dental benefits.
- 2) Annual Leave will not accrue until having completed six (6) months of employment from the date of hire. Then, annual leave will accrue at the rate of 1 1/4 day per month for first 2 years.
- 3) Entitled to 13 days sick leave
- 4) Benefits include paid Holidays (12 per year)

Please submit a cover letter and resume to personnel.cara@gmail.com with Legislative/Political Director Application in the Subject line. The cover letter should include an explanation of your interest and relevant skills for the job.

Send Resumes & Cover letter to:

California Alliance for Retired Americans

1675 7th St., # 23754, Oakland, CA 94615 (No phone calls, please).

Email: personnel.cara@gmail.com