



**Trudy Schafer Fellowship in Public Policy
One Year - Full Time
Location: Downtown Sacramento**

The League of Women Voters of California (LWVC) is a nonpartisan political organization that encourages informed and active participation in government, works to increase understanding of major public policy issues, and influences public policy through education and advocacy.

We believe in 1) respect for individuals, 2) the value of diversity, 3) the empowerment of the grassroots, both within the League and in communities, and 4) the power of collective decision making for the common good.

We will 1) act with trust, integrity and professionalism, 2) operate in an open and effective manner to meet the needs of those we serve, both members and the public, 3) take the initiative in seeking diversity in membership, and 4) acknowledge our heritage as we seek our path to the future.

Schafer Fellowship Overview

The Advocacy Fellowship is a year-long experiential learning program providing hands-on advocacy and public policy work in the areas of social policy, natural resources and government. The fellow will join the League of Women Voters of California's small cross-trained staff and work with our 60 California affiliates, legislative partners, and dozens of skilled volunteers.

Under the supervision of the Deputy Director, the Schafer Fellow is responsible for coordinating the League's advocacy work including legislative analyses, testimony, and grassroots advocacy. This position manages the engagement of our dynamic community of volunteer policy analysts, grassroots lobbyists, and issue experts. Specifically, the Fellow will:

1. Manage the implementation of the League's policy strategies and legislative priorities.
2. Represent the League with coalition partners and community-based organizations on matters related to League advocacy and education, including matters related to implementation of legislation.
3. Strengthen strategic partnerships with community-based organizations working in underrepresented communities.
4. Represent the state League's priorities and plans to our 60 local Leagues across the state and galvanize engagement at the local level.
5. Manage tracking and reporting protocols and maintain the League's Bill Status Report(s).
6. Identify, cultivate, and develop member leaders to expand the depth and breadth of the League's advocacy agenda.
7. Manage training protocols, onboarding processes, and trainings for member advocates.
8. Develop action guides as well as content for the web, online action alerts, and routine communications.
9. Identify initiative/referendum and legislative measures that are likely to be on the ballot and support them through analysis, committee review, and the Board's consideration. Advocate on priority measures.
10. Provide testimony on key legislation and lobby state lawmakers and agency officials.

11. Staff and support the League's Legislation Committee

Our ideal candidate is committed to a career in public policy, embraces the League's vision and values, and believes in the power of grassroots action to create a more representative and perfect democracy. They will exhibit a high degree of integrity and initiative in addition to being a well organized and flexible team player.

Desired Qualifications:

1. At least 1-2 years of experience in public policy, political or community organizing, legislative analysis, or campaigning. A combination of work, volunteer effort and educational experience may be used to meet this requirement.
2. Strong written and verbal communication skills
3. Demonstrated ability to produce accurate and high-quality work on time
4. Capable of working collaboratively across cultural or ideological differences
5. Willingness and ability to engage in occasional travel within California
6. Available to work weekends and evenings as needed
7. A valid California driver's license
8. Proficiency in PowerPoint, Word, Excel, Outlook, and Google applications and competent with website and Internet technology

Priority consideration may be given to candidates who have:

1. Deep and recent experience working in underrepresented communities
2. Written and spoken proficiency in a second language including but not limited to Spanish, Mandarin, or Cantonese

Compensation: \$18 an hour. The League provides a generous PTO package, contribution towards a workplace health insurance plan, and parking/public transportation benefits.

To apply: Submit a cover letter and resume in word or PDF format to job@lwvc.org or by mailing them to the League office at 921 11th St, Suite 700, Sacramento, CA 95814. Please include Schafer Fellowship in the email subject line. Candidates who are invited back for a second interview will be asked to provide three professional references and a writing sample.

The position will remain open until filled.

The League of Women Voters of California is an equal opportunity employer and does not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law.