

**GOVERNMENT AFFAIRS SPECIALIST**

*Supporting People,
Health and
Quality of Life*

Main Office
2201 K Street
Sacramento, CA 95816-4922
(916) 441-6400
(916) 441-6441 fax

Southern Calif Regional Office:
560 N. Coast Hwy 101, Ste 8
Encinitas, CA 92024

P.O. Box 370
La Jolla, CA 92038-0370

(760) 944-1666
(760) 944-1049 fax

www.cahf.org

California Association of Health Facilities (CAHF) is seeking a dynamic individual who can support a range of government affairs and advocacy functions. In this role, you will have an opportunity to work on grassroots advocacy, policy research, political fundraising and member engagement to support issues affecting long-term care.

AREAS OF RESPONSIBILITY:

- Develop and implement an outreach plan to recruit, motivate and engage members, local chapters and regions to become more active in grassroots advocacy on long term care issues. Foster relationships between CAHF members and state and local political leaders.
- Provide support on legislation analysis, research, and drafting position letters.
- Conduct outreach, training, and educational presentations on policy and advocacy issues for members.
- Set-up CAHF member visits to the Capitol and district offices; coordinate tours of facilities with legislators and other officials.
- Lead the coordination of annual advocacy days, legislative visits, and PAC fundraising events.
- Manage digital advocacy platform, develop “call to action” efforts, advocacy communications, and social media messages.

TRAVEL: Travel is required, estimated at 25% within California statewide.

BACKGROUND AND EXPERIENCE TO BRING TO THE ROLE:

- Bachelor’s Degree.
- At least 3-4 years related work experience.
- Demonstrated attention to detail.
- Working knowledge and understanding of legislative and political processes.
- Prior legislative and policy research experience desired.
- Experience staffing committees, workgroups or other governance bodies.
- Demonstrated strong verbal and interpersonal skills to interact effectively with members and a variety of stakeholders.
- Ability to collaborate and work with a team.
- Experience with use of social media and messaging.
- Proficient with Microsoft Office Suite and with data base management and software.
- Self-starter, takes initiative.

BENEFITS: medical, dental, 401(k), vacation, sick leave, designated holidays, hybrid schedule.

ANNUAL SALARY RANGE: \$60,500 – \$70,000

TO APPLY: Submit cover letter and resumé to rcfujisawa@cahf.org.

About the California Association of Health Facilities

California Association of Health Facilities is a non-profit professional organization representing skilled-nursing facilities and intermediate-care facilities for the developmentally disabled. CAHF is dedicated to providing quality care for the frail, elderly, developmentally disabled and those with chronic mental illness.
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