



## Legislative Affairs Associate – Position Opening

### Job Description:

The Legislative Affairs Associate will support the legislative affairs team advocating on issues impacting business at the local, state and federal levels. This is an excellent opportunity for a recent graduate to work in a fast-paced environment on a wide range of policy issues, with opportunities to learn, grow the role, and gain valuable networks and experience.

### Responsibilities and Expectations:

- Track and research state bills, local agendas, local motions and ordinances, and other policy developments; maintain advocacy database; keep legislative team informed on issue development
- Support legislative team with research and preparation of policy position papers, letters, op-eds, action alerts, press releases, talking points, and blog entries
- Work with other staff writing and developing content for member communications and weekly newsletter
- Maintain website content and advocacy action center
- Prepare and post content for social media channels; track and engage with social media
- Provide support before and during events including speaker invitations/management/registration
- Proactively identify communication and advocacy opportunities that fit with VICA's goals and strategy
- Manage multiple projects and priorities; work with legislative team to prioritize workload
- Develop a strong network with key members of city, county, regional, state and federal governmental staff
- Engage with VICA members to understand their policy/issue priorities and how VICA can advocate for them

### Required:

- Bachelor's degree required, preferably in political science or communications
- Excellent written and verbal communication skills
- Ability to work independently and produce a large quantity of accurate, high-quality work in a fast-paced environment
- Ability to work well with VICA volunteers and staff at all levels
- Proficiency with Microsoft Office and internet research

### Highly Desirable:

- Legislative or other government/policy experience
- Proficiency in InDesign, Photoshop or Illustrator
- Experience in project management, policy analysis and issue development
- Communications/ social media experience

**Salary and Hours:** 40 hours/week, Competitive Hourly Pay \$17-19 DOE, Excellent Benefits Package including: employer covers 100% of Medical/Dental/Vision premiums, Paid Vacation (Years 1-2: 10 days, Years 3-5: 15 days, etc.), 11 Paid Holidays, and 12 Paid Sick Days, Retirement Investment Plan with Employer Matching, Life Insurance

**About VICA:** VICA is widely considered one of the most influential business advocacy organizations in Southern California. With its knowledge of the legislative process and economic issues, VICA's access to public officials ensures that the San Fernando Valley's business perspective will be heard in the interest of improving our business climate and quality of life. With input and guidance from its members, VICA maintains a regular presence at all levels of government to effectively represent Valley businesses. For more information, visit [www.vica.com](http://www.vica.com).

*Please submit resumes and cover letter to VICA Vice President Jessica Yasukochi at [jessica@vica.com](mailto:jessica@vica.com) with subject line **Legislative Affairs Associate – Your Name**. Please include in your cover letter why you want to join VICA and why you think you would be a good fit.*