



Job Description

Title: Senior Policy Advocate

Organization: Community Water Center (CWC)

Location: CWC currently has offices in Sacramento, Visalia and Watsonville, CA. CWC believes our mission can be effectively advanced while being flexible in our approach to work style and location. Candidates will have the flexibility to work remotely but must also be able to work in-person at the Sacramento office at least two days per week and more than two days a week, if needed, based on job responsibilities.

Community Water Center (CWC) acts as a catalyst for community-driven water solutions through organizing, education, and advocacy. We seek to build and enhance leadership capacity and local community power around water issues, create regional movements for water justice in California, and enable every community to have access to safe, clean, and affordable drinking water.

At CWC, we believe that safe, clean, and affordable water is a human right, not a privilege. Our organizing and advocacy work, community collaborations, and organizational culture all reflect a concern for equity, mutual respect, appreciation for diversity, and environmental and social justice. We are looking for candidates who share our values, who bring a willingness to contribute to our mission and to the growth of a new organization, and who are open to developing their skills.

Position Description

CWC is hiring for a Senior Policy Advocate position that will be responsible for leading select policy advocacy campaigns designed to address root causes of unsafe drinking water by advancing community-driven legislative, regulatory, and policy changes at the local, regional and state levels. This is a regular, full-time, exempt, salary position. This position reports to the Policy & Legal Director and is based out of CWC's Sacramento office. All employees at CWC are "at will."

Ideal Candidate

The ideal candidate will have a deep understanding of community-driven policy, advocacy and organizing, and a strong passion for environmental and social justice. The ideal candidate will

have extensive experience in developing effective strategies to achieve success through the legislative and budget processes while collaborating with key partners and coalitions. Additionally, they will be able to represent CWC in various spaces and capacities, including community meetings, legislative and regulatory hearings, media interviews, and coalition meetings. But most importantly, be passionate about water justice and working collaboratively with a team to ensure every Californian has access to safe and affordable drinking water.

Major Responsibilities

- For select CWC campaigns and projects:
 - Serve as a policy advocate and internal staff lead to achieve the goals of CWC policy campaigns and projects, with support from other members of the CWC team
 - Represent CWC at public hearings, legislative and regulatory meetings, and other key external meetings and events as needed
 - Develop the strategy and tactics to achieve the goals of assigned campaigns/projects, and then lead CWC's work to implement those campaigns/projects
 - This includes relationship building with key partners and influencers, legislative and/or regulatory advocacy, drafting letters and other written advocacy materials, coalition building and coordination, media and communications, community engagement and empowerment, and internal CWC team coordination
 - Provide targeted messaging that helps empower key frontline communities, ally organizations, external decision-makers and other target audiences to help them understand the problem, why they would benefit from engagement, and how CWC campaigns and projects help address the problem
 - Support the [Community Leaders Water Network](#) to foster local leadership for local and statewide water priorities, including advocacy opportunities, educational briefings, and quarterly roundtables
 - Support fundraising efforts to help fund campaigns and projects (in collaboration with the Policy & Legal Director and the Sr. Director of Organizational Development)
 - Supervise other members of the CWC team
 - Other related duties to foster power building with our 501(c)(4) sister organization, [Community Water Center Action Fund](#)
- General Duties
 - Foster an environment that promotes trust and cooperation among CWC staff, community members, and affiliate organizations
 - Actively participate in program strategy and staff meetings
 - Actively participate in CWC fund development activities, such as donor drives, online appeals, and other events
 - Other duties as assigned by the Executive Director and the Policy & Legal Director

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to or from this position at any time.

Required Qualifications and Skills:

- Strong passion for, and commitment to, social and environmental justice
- At least three years of experience with creating and executing advocacy strategies (e.g, legislative, regulatory, policy campaign, coalition building)
- Strong legislative and administrative lobbying and advocacy skills
- Strong policy analysis and writing skills
- Outstanding organizational skills
- Ability to work in a fast-paced environment, meet deadlines and “own” assigned campaigns and projects
- Ability to work in, and help build and coordinate, teams and coalitions
- Creative and comprehensive problem-solving skills and ability to quickly adapt strategies to new, changing or unexpected circumstances
- Ability to accept and provide praise and critical feedback – the ideal candidate would value self-improvement and seek and provide regular feedback and evaluation
- Proficient with basic computer skills including: Google Apps/Suite, CapitolTrack, and ability to troubleshoot basic software and computer equipment problems
- Flexible schedule: willing and able to travel to communities in the San Joaquin Valley and Central Coast, work weekends, and attend night meetings periodically as needed
- Valid California Driver's License
- Strong verbal and written fluency in Spanish, including strong bilingual (Spanish-English) interpersonal verbal communication and writing skills, with sensitivity to appropriate delivery depending on target and audience
- Experience supervising or managing others

Preferred Qualifications

- Experience in CA regulatory and/or legislative policy advocacy in the following areas:
 - CA water and environmental law
 - CA local government law
- Graduate degree (particularly JD)
- Ability to analyze and respond to technical documents related to water quality and supply, public finance, governance, and public health
- Experience creating and executing advocacy campaigns and strategies that include grassroots organizing in low-income communities and communities of color
- Experience working directly with low-income communities and/or communities of color, particularly Latinx farmworker communities within the San Joaquin Valley and/or Central Coast
- Experience working with media and developing public communications around advocacy campaigns, including digital engagement strategies
- Experience working with people directly impacted by environmental and/or social justice issues in advocacy campaigns

- Background in environmental science or policy, public health, sustainable agriculture, community development or related field
- Ability to analyze and respond to technical documents related to water quality and supply, public finance, governance, and public health
- Experience developing campaign strategies, plans, grants and reports, and communicating with foundation program officers
- Experience working in team settings

Starting Date: Open until filled

Salary: Starting at \$75,000 (based on experience and qualifications).

Benefits: We offer a comprehensive compensation and benefits package which includes: medical, dental, vision, and life insurance; retirement contributions; generous vacation, family and sick leave and holiday policies; hybrid (remote and in-person) work location policy; work from home reimbursements; flex-time; professional development opportunities and more. (Benefits guidelines and eligibility vary based on tenure and employment status, among other factors.)

Community Water Center is a 501(c)(3) organization. As such employees may be able to participate in the Federal Public Service Loan Forgiveness Program.

To apply: Email cover letter and resume to: uriel.saldivar@communitywatercenter.org with the subject line of: Senior Policy Advocate Position

Vaccination Policy: To ensure the health and safety of staff, community partners, and other stakeholders we interact with, CWC requires employees to be fully vaccinated against COVID-19 as a condition of employment, unless a medical or religious accommodation is approved before the first day of employment. As such, newly hired employees will be required to provide proof of their COVID-19 vaccination. Fully vaccinated against COVID-19 means that an individual is at least two weeks past their final dose of an authorized COVID-19 vaccine regimen.

Community Water Center is committed to providing equal opportunity to qualified job applicants and employees and does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability (including pregnancy), mental disability, medical condition, marital status, sex, age, gender, sexual orientation, citizenship, military service status or any other characteristic protected by applicable federal, state or local law.

To learn more about the Community Water Center and our programs, visit our website at www.communitywatercenter.org