



*To inform, educate, empower, and advocate
for faculty in service to students and the communities of California*

GOVERNMENT RELATIONS SPECIALIST

Organization Profile (us):

FACCC, the Faculty Association of California Community Colleges, is a 72-year-old statewide 501(c)(6) professional membership association, headquartered in Sacramento, just four short blocks from the Capitol. We employ a small, talented team to help develop and implement an ambitious agenda for faculty in service to the students of the California Community Colleges. Since a large part of FACCC's mission is advocacy, the Government Relations Specialist position is a major focal point for the organization.

Diversity, Equity, and Inclusion Statement:

To ensure the equal educational opportunity of all students and the creation of a just society, FACCC calls for the elimination of racism from all aspects of our society, starting with our state's community colleges. Various diversity, equity, and inclusion initiatives are being nurtured throughout the state's community colleges. [Read the full statement here.](#) FACCC is an Equal Opportunity Employer.

The Position:

This is a full-time, at-will professional position requiring strong policy knowledge, political acumen, and the ability to work collaboratively with faculty leaders, legislative staff, and external partners.

Core responsibilities of the Government Relations Specialist include, but are not limited to:

- Research and develop potential sponsored and co-sponsored legislation, including drafting bill language and supporting materials
- Identify and engage potential authors, co-sponsors, and stakeholder groups to build legislative support and coalitions

- Draft and submit letters of support, opposition, or concern on active legislation
- Track bills, budget items, and policy developments relevant to community college faculty, and bring priority issues to the Legislation and Advocacy Committee for consideration
- Draft audit requests, resolutions, and coordinate with the State Auditor's Office and legislative staff as needed
- Meet and maintain relationships with legislators, legislative staff, the CalSTRS board and staff, the Chancellor's Office, and other key stakeholders
- Prepare and distribute Action Alerts, press releases, and other legislative communications
- Network with journalists and media outlets to promote FACCC's legislative priorities
- Attend legislative fundraisers and political events during and outside of regular work hours
- Staff the Legislation and Advocacy Committee and assist with meeting logistics and follow-up
- Edit and review outward-facing legislative and advocacy materials for accuracy and consistency

COMPENSATION

\$73,000 - \$85,000 annually, including a \$1,200 monthly stipend in lieu of health benefits. Employer-side retirement contribution after one year of employment.

SELECTION PROCESS

We will keep the position open until filled. Our selection process includes:

- Resume screening
- Telephone or email conversation seeking basic information on skills
- Zoom meeting serving as a "meet and greet"
- Final interview
- Reference checking
- Final discussion about the terms of employment

GETTING STARTED

Submit the following by email to info@faccc.org:

1. Cover letter summarizing your qualifications and explaining your interest in the position
2. Resume providing academic and work history
3. Writing sample
4. Three references

We will respond only to those applicants who have submitted all requested items. Please refrain from using AI in your writing sample. Communication will be handled electronically.