



**California State Parks Foundation
Job Description**

Title: Advocacy Coordinator

Reports to: Policy Manager and the Director of Programs and Advocacy

Location: Sacramento, CA

The California State Parks Foundation (CSPF) is a nonprofit organization dedicated to protecting, enhancing and advocating for California's 280 state parks.

The Coordinator will support the advocacy work at the Foundation and will be responsible for a range of activities that include policy research and analysis, legislative efforts, budgetary issues, communications, event logistics, and other duties as assigned.

Responsibilities

Policy Support

- Support CSPFs advocacy and programs work as it relates to California's state park system
- Work at the direction of the Advocacy and Programs team to support policy research, development, analysis, coordination, and implementation
- Coordinate the engagement of various coalition partners around policy and advocacy opportunities
- Event management of CSPFs annual Park Advocacy Day in conjunction with Advocacy and Programs team
- Represent the organization externally in public forums, amongst partners and other key groups on relevant advocacy and program items
- Coordinate with various departments within the organization where efforts intersect

Administrative

- Update and maintain database of park partners through Salesforce platform
- Maintain spreadsheet of expenses and track budgetary items
- Perform administrative duties in the Sacramento Office such phone support, memos, organize meetings with key constituencies, maintain electronic and hard copy files, and other duties as required

Communications

- Draft and update copy for the State Park Action Network
- Develop policy-specific content for newsletters, social media, among additional platforms

- Prepare informational briefings for elected officials and other key constituencies
- Provide updates, reports and finding on project assignment to appropriate parties

Qualifications:

- 2-3 years' experience working in a professional office
- General knowledge of office procedures, and office equipment
- Strong communication skills
- Proficient in Word, Excel, PowerPoint, Outlook
- Salesforce knowledge helpful
- Basic math and standard English grammar; must be able to proofread work for accuracy
- Experience working with diverse constituents
- Interest in advocacy, legislation and policy development
- Spanish speaking and writing skills helpful

Compensation and Benefits:

The salary range for this exempt position is \$50,000-52,000, depending on experience. Employee benefits include medical, dental and vision insurance; 401k retirement plan; pre-tax commuter benefits; and paid vacation, holidays and sick time.

To Apply:

Please send a cover letter and resume in a single PDF file to Careers@calparks.org.

Subject Line: Advocacy Coordinator.

No telephone calls please.