



# COMMUNITY WATER CENTER

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## EL CENTRO COMUNITARIO POR EL AGUA

### Job Description

**Title:** Policy Advocate

**Organization:** Community Water Center (CWC)

**Location:** Based in Sacramento, CA. All candidates for this position must be able to report in-person to a CWC office at least two days per week. Staff are expected to report in-person for work more than two days a week if needed based on job responsibilities.

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The Community Water Center (CWC) acts as a catalyst for community-driven water solutions through organizing, education, and advocacy in California. CWC has offices in Visalia, Watsonville and Sacramento, CA. The Center employs four primary strategies in order to accomplish our goals:

- Educate, organize, and build the capacity of low-income communities and communities of color to address local drinking water challenges.
- Support low-income communities and communities of color in the development of drinking water solutions through technical assistance projects.
- Advocate for systemic change to address the root causes of unsafe drinking water in California.
- Serve as a resource for information and center of expertise on community water challenges.

CWC's team is passionate, dynamic, and believes in the cause of water justice and making real change that is driven directly by impacted communities themselves. 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.

### Position Description

The Policy Advocate is primarily responsible for assisting CWC's Sacramento team with ongoing campaigns, sponsored and tracked legislation, and statewide political advocacy efforts.

The Policy Advocate is a regular, exempt, full-time, salary position and will report to the Policy Manager. All employees at CWC are "at will." This position will work closely with CWC's communications team, community solutions team, as well as other CWC staff, community members, ally organizations and agencies, and various interns.

### Ideal Candidate

The candidate must be a strong writer and possess enthusiasm for shaping policy for safe water access in California. They have a strong passion for ensuring that historically marginalized voices and communities are visible, powerful and influencing policy decisions on drinking water issues. While expertise in California drinking water issues is not required, a willingness and passion to learn from staff and community experts is key.

### **Major Responsibilities**

- Monitor CA Legislature floor session, legislative, and regulatory committee hearings to take notes, tally results, vote totals, motions, and other legislative actions.
- Track legislation and assist with scheduling key legislative deadlines.
- Advocate on legislation for CWC, including drafting support and opposition letters, meeting with legislative staff, committee consultants, and testifying in legislative hearings.
- Assist with the research & development of legislative proposals, fact sheets, F.A.Q'S, and marketing materials for departmental advocacy campaigns.
- Assist with agenda preparation, note taking, and facilitation of key stakeholder meetings with organizational partners.
- Support coordination with engaging residents into planning advocacy spaces, including regular meetings, testimony on bills, and lobby days.
- Assist with scheduling meetings and requesting fact sheets.
- Track water issues in California, including political dynamics, messaging and public opinion.
- Coordinate advocacy strategies with the communications team.
- Compile ongoing news, journal articles on relevant topics in the water/environmental space for dissemination to the Policy Team.
- Assist the Policy Manager and other key staff with CWC participation, leadership in advocacy coalitions.

### **General Duties**

- Foster an environment that promotes trust and cooperation amongst staff, management, community members, and affiliate organizations.
- Participate in staff, management, planning, and program meetings; reporting processes; and staff retreats.
- Actively participate in CWC fundraising activities such as donor drives and events.
- Other duties as assigned by the Policy & Legal Director, Policy Manager and other members of the CWC team.

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

### **Required Qualifications**

- Familiarity with the CA State Legislative Process.
- Willingness to learn and receive mentorship from CWC staff.
- Commitment to environmental justice & community-driven advocacy.
- Strong interpersonal communication skills with sensitivity to audience.
- Strong writing and speaking skills.
- Ability to develop advocacy strategies.
- Awareness of, and sensitivity to, how differences in class, race, privilege and lived experience shape how individuals and institutions think and act.
- Proven ability to work in a collaborative, fast-paced office environment and meet deadlines.
- Ability to accept and provide critical feedback – the ideal candidate would value accountability across the organization.
- Valid CA drivers license and the ability to drive on highways

### **Preferred Qualifications**

- Prior CA State legislative/policy experience, familiarity with CapitolTrack or Legislative Constituent Management System.
- Bilingual (English/Spanish) with working conversational or professional fluency.
- Knowledge of water policy in California, particularly where it interacts with environmental justice communities.
- Knowledge of ecological issues & socioeconomic dynamics within San Joaquin Valley and/or Central Coast, particularly on issues impacting farmworker communities.
- Working knowledge of the California Legislative process and relationships with legislative staff and other advocates.
- A.A or B.A in any related field/subject matter. (Political Science, Pre-Law, Communications, Ethnic Studies, Sociology, Environmental Science, or other relevant experience).

**Starting Date:** Open until filled.

**Compensation:** \$67,000-\$85,000 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.

**Application:** To apply, email resume to [careers@communitywatercenter.org](mailto:careers@communitywatercenter.org). Applications will be accepted on a rolling basis until the position is filled.

**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, visit our website at  
[www.communitywatercenter.org](http://www.communitywatercenter.org)