

California State University, Fresno Foundation, Inc.

JOB ANNOUNCEMENT FDN #11- 534

POSITION: Government Affairs/Work Group Coordinator– Government Affairs/Work Group Coordinator, Office of Community and Economic Development. Full-time position and is contingent upon performance and funding. Under the direction of the Public Affairs Director, the Coordinator will be responsible for providing support in two primary areas: 1) Legislative Support: increase our stakeholder’s awareness and understanding of legislative and public policy issues throughout the region and, 2) CPSJV Work Group support: ensure that all Work Groups’ activities are aligned with their respective Strategic Action Plan’s (SAPs).

Through the legislative component of this position, the Coordinator contributes to the achievement of the Partnership’s policy-related goals and objectives and the enhancement of the Partnership’s leadership profile and image with the public at large, elected officials, regulators and stakeholders in the San Joaquin Valley. This position is the medium for regional elected officials’ staff when distributing information through the eight county regions to enable regional leaders to exercise increased fact-based decision making by providing objective, factual, and timely information to their respective offices, as needed.

This position will also provide support to 10 Partnership Work Groups by guiding and advising the groups on managing relationships with other stakeholders and how best to connect and leverage off of each other. The Coordinator will provide focused assistance to both the Housing Work Group and Health and Human Services Work Group. For the other 8 Work Groups, the Coordinator will provide general liaison support.

PROGRAM DESCRIPTION: OCED is an applied research unit of California State University, Fresno dedicated to finding solutions to major issues impacting the San Joaquin Valley. The mission of the office is to improve the region’s competitiveness in the knowledge-based economy by assisting in the implementation of programs to improve the economic condition, quality of life, and social well-being of residents in the San Joaquin Valley. OCED provides executive staffing and coordination for three collaboratives: the Regional Jobs Initiative (RJI), the California Partnership for the San Joaquin Valley (CPSJV), and the San Joaquin Valley Rural Development Center (RDC).

DUTIES & RESPONSIBILITIES: include the following. Other duties may be assigned.

Government Affairs Responsibilities

- Provide support for OCED activities in the areas of governmental affairs, advocacy, and public policy, providing general support in the legislative, regulatory, and public policy arena.
- Assist the Communications Director in media and public relations projects, helping to develop and disseminate key messages to raise awareness of Partnership progress and successes and maximize legislative communication opportunities.
- Provide the OCED Executive Director and Public Affairs Director with frequent updates on legislative issues and possible impacts to the organization and its stakeholders.
- Identify, research and track key legislation and public policy proposals that impact our key stakeholders.
- Draft support letters per guidelines and facilitate exchange between stakeholders.
- Identify, build and maintain key relationships with legislative offices and act as liaison, as appropriate, between legislative staff and Work Group members.
- Facilitate quarterly meetings and/or monthly conference calls for the Legislative Staffers Network.
- Assist the Executive Director with the Broadband grant, including informing local elected officials about the benefits of ubiquitous access to broadband and providing model policies.
- Maintain list or database of relevant legislation.

Work Group Responsibilities

- Ensure that Work Group activities are aligned with their respective SAPs.

- Provide direct administrative staff for the Housing Work Group and the Health and Human Services Work Group with the intent to develop immediate goals and objectives and find sustainable funding for each Work Group in the near future.
- Provide liaison support for 8 Work Groups to provide assistance and direct members to resources.
- Attend Work Group meetings to provide support and facilitate collaboration. Guide and advise groups / teams on managing relationships with other stakeholder groups and how best to connect and leverage off of each other. Assist with developing agenda topics and providing background on subject matter relevant to their sectors and the region.
- Work with the Grants team to identify funding sources for all Work Groups, and with assistance from other staff, help individual Work Groups' pursue funding opportunities.

General Responsibilities

- Prepare information for quarterly Board reports and other OCED internal /external documents as needed.
- Elevate suggestions for the OCED's strategic planning purposes, viewing the office and the collaboratives as an interlinking whole.
- Assist with annual meetings or major community including but not limited to letters to key stakeholders, session or speaker content, and logistics.
- Contribute to the total effectiveness of the OCED, communicating openly, solving problems proactively, offering creative ideas and working as a positive, engaged team member.
- Mentor co-workers on actions and decisions leading to the success of the organization and its stakeholders.
- Make recommendations and suggestions to improve efficiency and to reduce costs.
- Other duties as assigned.

EDUCATION and/or EXPERIENCE: Bachelor's degree in Political Science, Public Policy, or Communications. A minimum of four years of professional experience in the public sector, political, legislative, or working with elected officials or government officials. A Bachelor's degree in another related field may be appropriate when augmented by an additional two years of graduate work in public policy/government. Excellent references required.

SALARY: DOE. Benefits include health, dental, vision and life insurance; retirement, vacation, sick leave and holiday pay.

FILING DEADLINE: Application review will begin **November 18, 2011** and continue until the position is filled.

TO APPLY: Visit our web site at <http://www.auxiliary.com/HR/jobs.shtml> for job announcement and application.

*****Resumes will not be accepted without a completed application*****

California State University, Fresno Auxiliaries- Human Resources
2771 E. Shaw Avenue

Fresno, CA 93710

Fax: (559) 278-0988

*Application & resume may be e-mailed to: **HRAUX@LISTSERV.csufresno.edu**

Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

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