

Position: **Public Affairs Coordinator**

Function: This position is responsible for supporting legislative and policy research, local-and-state-level tracking and analysis, public policy project coordination, and advocacy communication. In coordination with leadership and staff, this position drives policy initiatives by analyzing emerging issues, researching best practices, developing communication strategies and messaging, and educating and mobilizing district stakeholders on emerging downtown issues.

Reports to: Policy Manager

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**Specific duties include, but are not limited to:**

**PUBLIC POLICY**

- Monitor policymaking bodies (primarily at the city level, but also at the state and federal) to identify proposals that will impact downtown Sacramento or organization's mission.
- Synthesize complex information into focused public policy research, white papers, policy fact sheets, action alerts, press releases, and other advocacy materials.
- Curate position letters that elevate Downtown Partnership's mission and support partner initiatives that align with organizational goals.
- Prepare, review, and edit legislative updates for internal and external communications.
- Provide timely and accurate information on Downtown policy issues to leadership.

**RESEARCH AND REPORT**

- Track policy trends and identify emerging Downtown issues.
- Research like issues in other jurisdictions to determine 'best practices' and formulate recommendations.
- Prepare annual policy report covering Downtown Partnership's advocacy efforts.
- Maintain public policy external and internal content to effectively communicate timely updates in coordination with the Communications Department.
- Curate and sustain archival public policy library.

**COMMUNITY OUTREACH**

- Assists in meeting management of the Public Policy Advisory Committee including, developing, and preparing materials and coordinating logistics.
- Develop communication plans to advance policy efforts, which educate and promote active involvement of downtown stakeholders.
- Participate in neighborhood, city, and regional planning efforts to advocate for Downtown interests.

**To apply, submit resume and cover letter to [humanresource@downtownsac.org](mailto:humanresource@downtownsac.org) by 5 p.m., April 22, 2022.**

## **REQUIREMENTS**

- Passion for downtown Sacramento.
- Experience in working with government, member services and/or research institutions.
- Organized and detail oriented with excellent written communications, public speaking and interpersonal skills including the ability to build relationships and support among various stakeholders.
- Experience with coalition-building, including the ability to educate and motivate action.
- Entrepreneurial attitude and ability to think outside the box in a fast-paced environment and adept at handling many assignments simultaneously.
- Understanding of Microsoft Office Suite, CRM and database management programs.
- Must be willing to travel and have access to reliable transportation.
- Minimum 2 years of experience related to policy, government affairs or related disciplines.
- Degree in Business, Communications, Political Science or related discipline preferred.

## **COMPENSATION**

- Competitive salary, commensurate with experience. \$45,000+xp
- Bonus eligibility.
- Generous paid time off, including holidays, vacation and sick leave.
- Excellent benefits including health, dental, vision, life and identity theft insurance.
- 401k retirement plan with employer matching.
- Parking, on-site fitness center access and more.