**Public Policy Coordinator**

**Summary of Position**

Analyze new and existing data relevant to issues affecting persons with disabilities (PWD), community services for PWD, or issues leading to the independence and optimum quality of life for PWD. Performs legislative analyses related to legislation impacting PWD, and prepares position papers on proposed or pending legislation. Makes positive change for PWD through systems change advocacy. Provides training, mentoring, and leadership to consumers with disabilities. Mobilizes consumers and disability advocates to pursue positive change through systems change advocacy. Improves access to public infrastructure, disability service, and works on changing attitudinal barriers for PWD.

**Line of Authority**

Reports to the Deputy Director and/or Executive Director

**Essential Duties and Responsibilities**

1. Research, analyze, and review current and proposed legislation impacting people with disabilities (PWD).
2. Accurately prepare fact sheets, position papers and other summaries on proposed or existing legislation related to PWD.
3. In partnership with the Executive Director, acts as the legislative analyst and heads agency work on legislative issues.
4. Recommends actions to be taken and policies to be supported by the Independent Living Center of Kern County.
5. Develop and maintain working relationships with elected officials and dignitaries.
6. Conduct extensive research and evaluate a variety of information such as legislation and program history, existing statute, impact of bills on current law, fiscal impact, pro/con arguments, and proponents/opponents on each issue.

7. Make oral and written presentations on disability-related issues.

8. Educate elected officials and community boards on various issues impacting PWD.

9. Speak in front of large groups on disability-related issues.

10. Provide disability-related materials and information to educate elected officials, city and county departments, journalists, and the general public.

11. Provide information and referral assistance to address systemic disability-related issues (ADA, disability etiquette, accommodations, etc.).

12. Conduct services and activities described in the annual ILCKC Systems Change Plan. Maintain accurate records and report intended and unintended activities, outputs and outcomes.

13. Collaborate with the California Foundation for Independent Living Centers (CFILC) Systems Change Network (SCN) and their Coordinator to implement statewide initiatives; and participate in CFILC systems change activities.

14. Conduct effective trainings, mentoring, leadership development activities, and build relationships with volunteer consumer advocates (called Team Advocacy).

15. Effectively mobilize and facilitate rallies and testimonials utilizing ILCKC staff, Team Advocacy and other community partners.

16. Effectively coordinate local activities into broader state and national advocacy efforts as directed the Executive Director.

17. Facilitate and coordinate monthly consumer advocacy group meetings.

18. Input all systems change activities into the agencies database system.

19. Work in a manner that is compliant with the Code of Federal Regulations, recognizing that lobbying is prohibited.

20. Perform all other duties as assigned by supervisor.

**Status of Position**

Non-exempt; Full-time (M-F 8:30am to 5:00pm)

$21.00-$28.00 per hour plus full health benefits package

**Qualifications for the Position**

* BA in Government, Political Science, or related subjects and two years related experience and/or training: or equivalent combination of education and experience.
* Two years of experience advocating for people with disabilities or other underserved population.
* Familiar with the Independent Living (IL) Program, regulations, disability rights & issues of concern to the disability community.
* Strong writing and communication skills.
* Strong analytical and research skills.
* Ability to handle work assignments with tact and diplomacy.
* Ability to organize work effectively to meet critical deadlines.
* Ability to work under pressure and time constraints.
* Knowledge of Microsoft Office software, including MS Word, Excel, and Outlook.
* Travel is required in order to participate in or facilitate training, organizing, and coordinating systems change activities.
* Must be able to use e-mail efficiently and effectively.

**Preferences**

* Life experience with a disability
* Legislative Experience

**PHYSICAL AND EMOTIONAL DEMANDS:** The physical demands of the position are representative of the duties listed above, and essential for the employee to perform. Must be ab le to stand for an extended period. Must be able to remain in a seated position for an extended period. Must be able to operate a computer, key board, phone, and monitor for an extended period. The person occasionally needs to move about the office to access file cabinets, office machinery, etc. Constantly operates a computer and other office machinery, such as a calculator, copy machines, fax machine, and printers.

The emotional and stress demands of the position are representative of the duties listed above, and essential for the employee to perform. Must be able to handle moderate to high levels of stress during times of project and contract deadlines. Communication and behavioral styles vary, and the employee must be able to adjust with these styles during project, grant and reporting deadlines.

ILC of Kern County is an equal opportunity employer committed to hiring staff who reflect the diversity of our community. Persons with disabilities, are encouraged to apply. Reasonable accommodations will be made for qualified individual with a disability.

Please e-mail resume to:

Jimmie Soto

Executive Director

[jimmie@ilcofkerncounty.org](mailto:jimmie@ilcofkerncounty.org)

(Positon Open Until Filled)