

# JOIN OUR TEAM!

The California Pan-Ethnic Health Network (CPEHN) is seeking a full-time Legislative Associate to support our policy work. The Legislative Associate is responsible for supporting CPEHN's legislative work and the Sacramento office. This work includes but is not limited to scheduling and calendaring legislative meetings, tracking legislation, submitting letters, preparing materials, monitoring committee hearings, and general administrative duties as needed.

**This position is based out of Sacramento.** CPEHN has a mandatory up-to-date COVID-19 vaccination policy.

CPEHN is a statewide health advocacy organization focused on addressing racial and ethnic health disparities.

We are looking for someone to join our team who is passionate about health equity and has experience in **statewide policy advocacy**. Our ideal candidate is someone who demonstrates strong attention to detail, exhibits passion for **uplifting California's communities of color**, and has experience providing **administrative support**. This is a unique opportunity for someone looking to grow their skills as a part of a team working to promote health equity for California's communities of color.

## Essential Skills:

- Knowledge of California's legislative process is highly preferred
- Interest in CPEHN's mission and relevant public policy issues
- Ability to manage multiple tasks at once
- Strong attention to detail
- Strong problem-solving skills
- Experience scheduling, managing electronic files, and other administrative tasks (including notetaking, etc.)
- Cultural humility and ability to understand issues impacting all communities of color

## Required Qualifications:

- 1-2 years of administrative support including notetaking and scheduling experience (including coursework and internships)
- Experience working with the California Legislature

## Compensation and Benefits:

\$47,750 – \$52,500 (DOE). Excellent benefits (100% employer paid health and dental insurance, retirement plan contributions, sabbatical leave, and more). CPEHN provides all employees with professional development funds to grow and hone skills relevant to their work.

## To Apply:

Submit your application in a single PDF document to [jobs@cpehn.org](mailto:jobs@cpehn.org), subject: Legislative Associate Application.

Please include:

- Cover letter
- Resume
- 1 writing sample (no longer than 2 pages).

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*CPEHN is an equal opportunity employer and is committed to identifying and developing the skills and leadership of people from diverse backgrounds. Bilingual individuals are encouraged to apply.*

**CPEHN Values: Integrity | Equity | Collaboration | Commitment**