



CSHA Job Description: Policy Manager

Position Title: Policy Manager

Classification: Exempt salaried

Hours: Full Time (40 hours per week)

Location: Preservation Park, Oakland, CA. This full-time position is predominantly remote with some in-office meetings expected. Employees must live in California.

Reports to: Communications Director

Salary: \$65,000 - \$75,000 commensurate with experience, very competitive benefits package

ABOUT US

California School-Based Health Alliance (CSHA) is the leading voice in California for the movement to put health care where kids are—in school. We are committed to school-based health as a strategy for increasing health equity and reducing educational disparities. We are also committed to developing school-based health practices that go beyond traditional medical care and incorporate public health approaches to changing the social determinants of health. We are advancing school-based health through advocacy, training, technical assistance, strategic communications, and special events. Please review our website to learn more about our work: www.schoolhealthcenters.org.

POSITION SUMMARY

The Policy Manager oversees and coordinates CSHA's policy work including the development of a policy agenda, and works closely with the Executive Director to select, implement and/or support advocacy strategies that incorporate key program areas. This role will provide in-depth analysis and understanding on a range of complex policies that impact school-based health. This position assists in responding to requests from other organizations for support or opposition to public policy issues and will work directly with policymakers, building advocacy capacity with school health providers and local partners, and integrating CSHA policy strategy into the overall communications plan. This position will build and maintain meaningful professional relationships, support coalitions, and collaborate with other school health advocates to advance the CSHA policy agenda. The Policy Manager will be responsible for coordinating Policy updates for members and co-leading the board policy committee.

ESSENTIAL FUNCTIONS

Policy and Advocacy

- In partnership with the Executive Director, manage CSHA's policy and advocacy work including developing the policy agenda, implementing advocacy strategies, directly engaging with policymakers, and working with the Board for approval and additional guidance as needed.
- Collaborate with local affiliates and members to support engagement in CSHA's state and federal agenda and build local advocacy capacity at the county, city, and school district levels as needed.

- Establish, maintain and strengthen strategic relationships with legislative and administrative staff and other health and education advocates.
- Provide input to the national School-Based Health Alliance (SBHA) on policy priorities. Mobilize CSHA staff and the California school health field to implement advocacy strategies for a federal policy agenda that SBHA designs.

Policy Analysis

- Provide in-depth analysis and understanding of a range of complex policies and systems that impact school-based health.
- Analyze legislation and the state budget for impacts on SBHCs or school health services. Identify appropriate strategies for responding to legislation or the state budget.
- Provide testimony and feedback on a range of policy arenas, including but not limited to education finance, children's system of health care, mental health funding, and public health.

Board

- Work closely with the Executive Director and designated Board committees on policy issues and priority setting.
- Maintain and update the advocacy platform.
- Co-Lead the CSHA Board Policy Committee to develop meeting agendas and processes for setting priorities.

Policy Communications

- Support the Executive Director and Communications Director in developing talking points and strategic communications (i.e. op-eds, preparing for interviews with reporters) that reflect CSHA's priorities and promote the organization with external audiences.
- Develop content for emails and newsletters that regularly communicates about policy and legislative changes and successes, and mobilize the school-based health field in advocacy.
- Develop policy reports, analyses, and updates to CSHA membership and provide testimony before regulatory and legislative bodies as needed.

Other

- Contribute to policy-related grant proposals and fulfill reporting requirements for grant reports as assigned.
- Serve as liaison to CSHA membership and partner organizations, as needed.
- Actively participate in CSHA's anti-racism efforts.

Other duties and responsibilities may be assigned. The duties and responsibilities listed are designed to provide typical examples of the work performed; not all duties and responsibilities assigned are included here, nor is it expected that all similar positions will be assigned every duty and responsibility.

IDEAL COMPETENCIES

- A graduate degree in public policy, education policy, public administration, or a related field is preferred, or a 2-4 years experience as a Policy Manager or similar position.
- Knowledge of California's political system and relationships with state-level policymakers
- Deep knowledge of health and education systems and policies; knowledge of health, social service, and other early childhood systems and policies highly valued;

- Ability to lead early planning and strategy development, incorporate a wide range of contributions of colleagues and partners, and manage multiple components at different stages of implementation
- Ability to work in a dynamic, multicultural, team environment with flexibility and professionalism
- Excellent organizational skills and attention to detail
- Proficiency with Microsoft Office, Google Suite, and Zoom required
- Commitment to racial equity
- A valid California Class C license and automobile liability insurance are required for frequent local travel
- Ability to travel, including overnights 3-4 times per year, and to work occasional evening or weekend hours as needed.

How to Apply: Applicants should email a resume and thoughtful cover letter to jobs@schoolhealthcenters.org. Please include **Policy Manager 2023** in the subject of your email. Only those being considered will be contacted. No phone calls please.

The California School-Based Health Alliance is an equal opportunity employer that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability (mental or physical), gender identity or expression, genetic information, marital status, medical condition, military veteran status, national origin, political affiliation, pregnancy, race, religion or creed, sex, sexual orientation, or any other factor that is not related to the job.