

## POLICY ASSOCIATE (FT)

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### ORGANIZATION

The Bay Area Council has been at the intersection of business and civic leadership, shaping the future of the Bay Area since 1945. As a premier non-profit, public policy advocacy organization representing over 300 of the top employers across the nine-county region, we focus on ensuring the Bay Area is the best place to live and work in the world. The Bay Area Council represents business leaders committed to working with public and community leaders to keep the Bay Area the most innovative, sustainable, inclusive and globally competitive place in the world.

### WHAT WE DO

We focus on the economic health of the region, balancing long-term economic, social, and environmental sustainability.

- Inform and mobilize business, civic and political leaders on the most critical issues and opportunities facing the region.
- Develop solutions for an ambitious vision for the region's future with participation of business, government, labor, science and education.
- Achieve results through advocacy, partnership and committed leadership to realize this vision.

*"I really like the BAC culture, friendliness, humor and fun in the workplace"*

*"[ I like] Being allowed to bring who I am as a person to my role and performance as a BAC employee"*

- Bay Area Council Staff

### POSITION SUMMARY

The Policy Associate is a member of the public policy team that supports the Senior Vice President of Public Policy of the Bay Area Council's Workforce of the Future program. Workforce of the Future is one of the Council's three (3) focus policy areas, and its program-oriented Committee seeks to address the talent, skills, and opportunity gaps affecting the Bay Area region. In particular, the Committee seeks to achieve its objectives through Occupational Councils (OCs) and partnerships with talent development-focused community-based organizations (CBOs). Through OCs, Workforce of the Future convenes representatives from industry and education to diagnose and implement solutions to specific issues causing high-demand jobs to remain unfilled, such as insufficient training, lack of on-the-job opportunities, etc.

The Policy Associate will be participating in the implementation of grants that include implementing OCs, conducting research and working in concert with partner organizations and stakeholders to drive the delivery of grant outcomes. The Policy Associate will develop and support a detailed work-plan that includes reporting outcomes for internal and external stakeholders, social media and other communication channels. The Policy Associate will also assist in events, meetings, and updating and capturing information in Salesforce.

## **DUTIES AND RESPONSIBILITIES**

### Workforce Projects

- Develop comprehensive work-plans for internal and external stakeholders, keeping track of all activities to report weekly
- Draft communication plans to keep stakeholders informed and engaged, including grantors
- Write clear, concise communications for internal and external stakeholders
- Research and analyze best practices and collect relevant workforce data
- Support with Bay Area Council events
- Prepare written reports, memos, letters, newsletters, emails, web-site content, op-ed pieces, talking points, and PowerPoint presentations.

Database Management, Tracking & Reporting – For assigned policy areas, ensure that all committee members and related contacts, accounts, events, meetings, and sponsorships are regularly updated and maintained in the Salesforce CRM database so that contact information, event registrations, mailing lists and other functions supported by the database are accurate and reliable. Work with key contacts in member companies to ensure that the contacts we have for the organization are current, and that their contact information is complete and accurate.

Member Engagement -- Coordinate and staff Council member committees and task forces. Learn Bay Area Council member interests, concerns, and perspectives on assigned policy areas, and develop program activities that engage members on the basis of those interests.

Events & Meetings Support – For meetings, events, and delegation trips involving assigned policy areas, provide comprehensive administrative support for these activities. This includes recruiting speakers, arranging venues, setting dates, developing agendas and pre-reading materials, developing invitation lists, sending invitations, tracking RSVPs, arranging catering, A/V, hotel, transportation, staffing needs, name badges, registration and day-of-event staffing and support. Draft minutes following meetings where applicable.

Other -- Coordinate activities with, and as necessary assist and support, other Bay Area Council staff (in policy, communications, membership, events, and accounting functions) in order to ensure overall success of the Council. Perform other duties in support of Bay Area Council programs and activities as assigned.

## **PERSONAL ATTRIBUTES AND SKILLS**

- Efficient communicator and writer – articulate, speaks well, is comfortable discussing complex subjects with individuals and groups, including public officials and senior business executives. Able to quickly produce professional, persuasive documents and clear, concise policy analyses and advocacy articles with minimal editorial supervision.
- Advanced planning and organizing skills – can develop and execute clear plans with timelines for complex tasks and projects.
- Research and analytical skills. Can conduct market research on industries and companies to support prospect targeting and development.
- Able to work with minimal supervision on multiple simultaneous assignments and to meet short deadlines with high quality and attention to detail. Proactive self starter, able to take assignments from start to finish without benefit of a roadmap.

- High energy, strong work ethic. Sets and meets challenging goals. Meets deadlines consistently. Willing to work outside normal work hours as needed to meet the requirements of the job.
- Good team player – builds constructive working relationships with others – treats people with dignity and respect.
- Accountable – takes responsibility for actions and results.
- Conscientious, shows good attention to detail, produces consistently accurate work.
- Proficient in Microsoft Office applications (Word, Outlook, Excel, PowerPoint) and CRM database applications, preferably Salesforce. Capable of programming reports, workflow rules, tracking mechanisms, and dashboards in Salesforce.
- Knowledgeable and proficient in use of social media for marketing, community-building and membership development (LinkedIn, Facebook, Twitter, etc.).

### **MINIMUM JOB REQUIREMENTS**

Two or four-year college degree; prefer degree in relevant field (e.g. public policy, law, political science) and/or relevant project management work experience.

### **COMPENSATION**

This is a full-time, salaried, exempt position and the salary range is \$50,000-\$52,000. The salary will be based on the experience and skill levels of the successful applicant. The Bay Area Council also provides a generous benefits package that includes: medical, dental, vision and life insurance benefits; 401(k) deferred compensation program with generous employer match; ten (10) paid holidays per year; monthly commuter stipend; wellness incentive; and paid time off of 20 days per year for newly hired employees.

### **PHYSICAL REQUIREMENTS**

Work is primarily sedentary with intermittent stooping, bending and walking throughout the day. Ability to lift thirty-five (35) pounds infrequently.

### **EQUAL OPPORTUNITY EMPLOYER**

The Bay Area Council is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender perception or identity, national origin, age, marital status, protected veteran status, or disability status. Answers to application questions will be used for applicable, job-related reasons only.

### **HOW TO APPLY**

Submit your resume and cover letter as one pdf e-mail attachment with your last name and "Policy Associate" in the file name (i.e., Smith\_PolicyAssociate) to [hbartholomay@bayareacouncil.org](mailto:hbartholomay@bayareacouncil.org). Please also "cc" [iramlo@bayareacouncil.org](mailto:iramlo@bayareacouncil.org).