



CONTRACTED POSITION TITLE: Public Policy Coordinator
POSITION STATUS: Independent Contractor
REPORTS TO: Training Director and Executive Director
COMPENSATION: \$20/hour; no benefits
HOURS: 5 hours/week

ESSENTIAL JOB FUNCTIONS, DUTIES AND RESPONSIBILITIES

The Public Policy Coordinator is primarily responsible for managing activities of CAMHPRO's Peer Action League (PAL) Public Policy Committee and administrative support to PAL.

I. Monthly Online Public Policy Committee coordination, management and reporting.

1. Schedule and facilitate online meetings, prepare agendas, mass correspondence, reports and minutes; conduct research and investigations related to committee issues.
2. Develop and maintain relationships with CAMHPRO and Peer Action League (PAL) members to generate participation in committee work and seek subject matter expertise.
3. Maintain and update knowledge of current legislative measures affecting consumers.
4. Form and coordinate committee workgroups as needed.

II. Quarterly CAMHPRO online and onsite event participation, facilitation and reporting

1. Assist, and report to quarterly online Peer Action League (PAL) meetings as needed.
2. Attend or co-facilitate onsite CAMHPRO training events as needed.
3. Provide administrative assistance as needed.

QUALIFICATIONS FOR POSITION

1. Commitment to the mission, vision and values of recovery and CAMHPRO.
2. Experience in, and knowledge of the behavioral health consumer movement and public policy.
3. Lived experience of behavioral health condition(s).
4. High School Diploma or equivalent. Two years of college courses.
5. Minimum one year of work/volunteer experience at the state, county, federal, or community level relevant to health/human services policies.
6. Administrative experience in recording minutes and writing reports.
7. Experience facilitating groups and managing projects.
8. Owns reliable computer and internet connection.
9. Resident of Sacramento.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Excellent communication and interpersonal skills.
2. Strong computer skills, analysis and record keeping ability
3. Knowledge of state legislative, budget, and public policy processes.
4. Ability to accurately interpret reports, legislation, policy, and statutes.
5. Demonstrated time-management skills.
6. Political judgment and diplomacy.
7. Ability to travel within the region lived in.

CAMHPRO is an equal opportunity employer and encourages people with disabilities to apply for positions.