

**California EDGE Coalition
Policy & Advocacy Manager Job Announcement**

FLSA Status: Exempt

Position Title: Policy & Advocacy Manager

Location: Primarily remote within the Sacramento area, with required in-person meetings once per month and as needed.

Employment Status: Full-Time – 40 hours/week

Starting Salary Range: \$85,000 – \$100,000 starting, depending on experience.

Benefits include, but are not limited to: CalPERS, health/dental insurance, and over 50 days of paid time off.

Reports to: Chief of Policy and Government Affairs

Submission Deadline: Open until filled

Organization Overview

The California EDGE Coalition unites business, labor, social justice, education, and workforce organizations to build a broadly shared prosperity for all Californians. We believe that post-secondary education and training serve as the gateway to economic mobility for individuals and communities. EDGE is committed to advancing policies that create equitable education and workforce systems, ensuring that all Californians, especially those historically underserved, have access to economic opportunities.

Position Overview

Under the leadership of the Chief of Policy and Government Affairs, the Policy & Advocacy Manager plays a central role in advancing the California EDGE Coalition's state policy and advocacy priorities. This position is responsible for independently tracking, analyzing, and translating state legislation, budget proposals, and regulatory actions into clear, actionable guidance for EDGE leadership and partners. The role requires deep familiarity with the

California legislative and administrative process, strong policy judgment, and the ability to execute advocacy strategies through both legislative and regulatory channels.

This is a senior, hands-on role for a policy professional who can manage work end-to-end, exercise independent judgment, and ensure consistent follow-through in a fast-paced policy environment.

Core Competencies

- Manages complex policy and advocacy projects from end to end by creating workplans, monitoring milestones, and ensuring timely follow-through.
 - Translates EDGE's policy priorities and advocacy strategies into discrete activities and coordinated workstreams across legislative, budget, and regulatory efforts.
 - Applies specialized knowledge of California public policy, workforce development, and postsecondary education systems to analyze issues and recommend solutions of diverse scope.
 - Develops and maintains strong internal and external relationships with coalition partners, legislative and administration staff, and other key stakeholders.
 - Identifies and removes barriers to effective collaboration and advocacy execution; may lead project teams or support the coordination of others' work.
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Core Responsibilities

Policy Analysis, Tracking, and Strategy

- Independently track, analyze, and summarize state legislation, budget proposals, and regulatory actions related to workforce development, postsecondary education, apprenticeship, and skills training.
- Assess policy impacts on adult learners, opportunity youth, and other priority populations, and translate complex policy developments into clear, plain-language summaries with recommended actions.
- Monitor legislative hearings, briefings, and state agency meetings; take high-quality notes in real time and flag key moments, stakeholders, and implications.
- Develop timely follow-up actions, including draft materials, memos, talking points, and partner updates.

Government Affairs and Advocacy Execution

- Support the development and execution of EDGE's state advocacy strategies across legislative and regulatory channels.
- Help plan, prepare, and staff legislative and administrative office visits, including identifying target offices, preparing briefing materials, and coordinating follow-up.

- Engage with legislative staff, state agency representatives, coalition partners, and other stakeholders to advance EDGE's policy priorities.
- Represent EDGE at hearings, meetings, convenings, and public events, as appropriate.

Communications and Partner Engagement

- Draft, edit, and proofread high-quality written materials, including policy briefs, analyses, partner updates, talking points, and advocacy tools.
- Develop and disseminate communications and website and social media content that support partner engagement in state advocacy.
- Support briefings and presentations for policymakers, board members, staff, and partners to enhance understanding of policy and practice related to workforce education and training.
- Respond to policy-related requests for information from board members, legislators, administration staff, partners, and funders.

Coalition and Organizational Support

- Build and maintain strong working relationships with partner organizations, coalitions, and associations throughout California and nationally.
- Participate in statewide committees, workgroups, and coalitions aligned with EDGE's priorities.
- Develop meeting notices and agendas, and take clear, accurate meeting minutes and notes.
- Participate in live and virtual presentations and internal planning meetings.

Desired Qualifications

- Strong commitment to the California EDGE Coalition's mission, social justice, and shared prosperity for all Californians.
- Preferred: direct experience with workforce development and postsecondary education policy, including apprenticeship and skills training, with a focus on adult learners and opportunity youth.
- Demonstrated integrity, professionalism, and sound judgment in all aspects of the role.
- Minimum of five years of relevant experience in government relations, public policy, or legislative advocacy, preferably in California.
- Demonstrated ability to independently analyze and communicate the impact of legislation, budgets, and regulations on workforce development, postsecondary education, and training systems.
- Deep understanding of the California legislative process, state budget process, and administrative rulemaking.
- Excellent written and verbal communication skills, including the ability to draft, edit, format, and proofread a wide range of materials.

- Proven ability to independently organize work, manage multiple projects simultaneously, meet deadlines, and follow through on complex tasks.
 - Experience working in collaborative partnerships, with a diplomatic, team-oriented approach.
 - Highly organized, detail-oriented, and reliable, with strong time management skills and flexibility to handle competing priorities.
 - Proficiency in Microsoft Word, Excel, and Outlook.
 - Comfort working in a remote office environment, with willingness to travel and work occasional evenings and weekends.
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How to Apply

Please submit the following via email to **info@caedge.org** with “Policy & Advocacy Manager” in the subject line:

- Cover letter
- Resume
- Three professional references

Only applications submitted by email will be reviewed.

No phone calls or walk-ins please.

The Community College League of California is the California EDGE Coalition’s fiscal sponsor.