



California Women's Law Center Policy Associate Position

Job Title: Policy Associate
Location: Hybrid with a minimum of three days on site in El Segundo, CA
Reports To: Legal Director

About CWLC:

The California Women's Law Center (CWLC) is a non-profit organization committed to advancing justice for women and girls through transformative litigation, legislative advocacy, and education. CWLC focuses on its core issues of gender discrimination, violence against women, women's health, and economic security.

Overview of Responsibilities

The Policy Associate will support the legislative and advocacy efforts of CWLC at the regional, state, and federal levels. Under the direction of the Legal Director, they will track and analyze legislative bills for consideration by the legal team. They will draft policy briefs, position papers, presentations, and support letters to promote advocacy efforts in line with the mission of CWLC. The policy associate will help develop policy strategies and agendas that best meet the mission of CWLC.

Key Responsibilities

Research and Analysis:

- Conduct thorough research on policy issues, legislation, and regulations.
- Analyze data and information to identify trends and potential problems.
- Synthesize complex information into clear and concise formats.

Policy Development and Advocacy:

- Help develop and implement policy agendas and strategies.
- Draft legislation, position papers, support or opposition letters, and other advocacy materials.
- Prepare presentations and materials for hearings, trainings, and conferences.
- Engage with policymakers, stakeholders, coalition partners, and the public.

Legislative Tracking and Monitoring:

- Monitor and track legislative and regulatory activity at the federal, state and local levels.
- Provide regular updates and assessments on policy developments in all CWLC focus areas.
- Draft and review materials including regulatory and legislative comment letters.
- Assist legal staff in researching policy and developing educational materials.

Communication and Outreach:

- Develop and maintain relationships with policymakers and stakeholders.
- Prepare and deliver presentations and training materials.

- Develop and oversee social media content related to policy goals.
- Create and maintain website materials related to policy objectives and strategies.

Qualifications:

- Minimum of BA/BS related field.
- One to three years of experience in the policy field.
- Understanding of the California legislative process.
- Excellent written and oral communication skills.
- Demonstrated project management skills.
- Ability to multitask and meet multiple deadlines
- Expertise in Word, Excel, Google applications, online databases and California legislative portals.
- Commitment to advancing gender justice and CWLC's mission.

Salary and Benefits

- Full time exempt
- \$69,000 to \$72,000 annually
- Health, dental, vision, ADD, and LTD insurance
- Retirement plan

Application Procedure

Send a cover letter and a resume to cwlc@cwlc.org with the subject line “CWLC Policy Associate Application 2025.”