



CAFB is a membership organization of 41 member food banks from every part of California with a mission to end hunger in California, and a commitment to cutting-edge leadership in the anti-hunger community. To accomplish this mission, the membership focuses on increasing the visibility of hunger and its solutions, assisting Californians in accessing food assistance and nutrition programs, distributing fresh produce through the Farm to Family program and influencing public policy at the state and federal level. For more information please visit our website at [www.cafoodbanks.org](http://www.cafoodbanks.org).

## **JOB DESCRIPTION**

### **Senior Policy Associate**

**Location:** Downtown Oakland, convenient to BART and bus lines  
**Reports to:** Director of Government Affairs  
**Hours:** Full-time, grant-funded position for two years

The purpose of this position is to support the Public Policy department and CAFB member food banks in all policy and advocacy matters, including planning, implementing and monitoring anti-hunger/anti-poverty education and advocacy campaigns – with a particular emphasis on federal policy issues.

### **Responsibilities:**

- Monitor all emerging policy proposals relating to SNAP/CalFresh and other federal nutrition programs. This will primarily include any federal proposals that happen through budgetary (appropriations, reconciliation, sequestration or otherwise), legislative (e.g. the Farm Bill) or administrative (e.g. USDA) processes.
- Develop California-specific analyses and educational materials to help our members, partners and other stakeholders understand the impact of these proposals. These could include in-depth policy papers, issue briefs, blog posts, or other formats.
- Assist the Director of Government Affairs and the Advocacy Manager to develop and implement CAFB's state policy agenda, including researching possible advocacy issues, gathering feedback on CAFB member priorities, and crafting proposals.
- Assist CAFB members to prepare for and conduct federal and state advocacy related to nutrition programs.
- Represent CAFB and provide leadership on advocacy coalitions, like the Western Region Anti-Hunger Consortium.
- Liaise with research and advocacy staff at various local and national organizations including Feeding America and the Food Research and Action Center through application of research efforts and maximization of research findings to support policy and organizations priorities.
- Direct and facilitate CAFB's representation at the annual National Anti-Hunger Policy Conference in DC.
- Track federal & state legislative, budget, and research developments.
- Empower food banks to educate federal and state legislators about critical public policy issues that affect low-income Californians.
- As needed, develop additional research and policy briefs, fact sheets, reports and other documents on various anti-hunger and anti-poverty programs and polices.
- Assist in developing and implementing CAFB's annual legislative agenda by researching issues, bills or budget items introduced and assessing our potential position.
- Develop and implement advocacy strategies with local, state and national partners.
- Content development and contribute to e-newsletter, social media outlets and other external communications.
- Other duties as necessary or assigned.

**Qualifications:**

- A BA or BS in a related field; Master's degree preferred
- Two or more years of experience working on federal anti-hunger, anti-poverty, or related programs & issues strongly preferred;
- Experience with one or more California and/or federal safety net programs, particularly CalFresh, strongly preferred.
- Excellent research, writing and communication skills;
- Excellent interpersonal skills, including the ability to work productively with diverse membership and allied organizations;
- Ability to work independently;
- Strong Interest in hunger, poverty and other social issues; and
- Demonstrated commitment to mission of CAFB.

**Personal Attribute and Values:**

- Passion, enthusiasm, focus, and creativity around CAFB's vision, mission and values of community, leadership, transparency, and diversity.
- Impeccable integrity and honesty.
- Strong work ethic with an orientation towards constant innovation and process improvement
- Innovative self-starter and problem solver with a bias towards action
- Ability to work both independently and in a collaborative setting with people of diverse backgrounds/circumstances

**Compensation:**

The starting annual salary range for this position is \$65,000-70,000, based on experience, and CAFB provides a competitive benefits package.

**To apply:**

Please submit a cover letter expressing your interest & experience, resume and a short writing sample indicating your ability to clearly articulate federal nutrition program or other policy issue salient to CAFB's mission of ending hunger in California. Applications will be accepted at [andrew@cafoodbanks.org](mailto:andrew@cafoodbanks.org) until the position is filled.