



Job Description: **Senior Public Policy Manager**

Organization Overview

Founded in 1888, the Los Angeles Area Chamber of Commerce represents the interests of businesses in the Los Angeles region. As the region's most prominent business organization with more than 1,400-member companies, the Chamber's vision is "A Thriving Region For All." The Chamber's focus on policy and advocacy, global engagement, and community collaboration for local and regional economic growth and mobility. For more information, visit www.lachamber.com.

Vision for the Future

Our region is on a path toward numerous opportunities that will yield economic growth, as we prepare to host the world for global sporting events. As one of the state's largest chambers, the Los Angeles Area Chamber of Commerce, a five-star accredited Chamber, is well positioned to lead with the bold policy and advocacy to realize the promise of a brighter future for the Los Angeles region.

Position Overview

The Senior Public Policy manager is in the Public Policy Division of the Los Angeles Area Chamber of Commerce and reports to the Chief Policy Officer. This is a full-time (40 hours per week), Exempt level, salaried position based in Los Angeles, CA.

Key Responsibilities

Policy

- Conduct thorough analysis of legislative bills, regulatory and funding policies and provide recommendations to Chief Policy Officer, CEO, and Board of Directors.
- Ability to work on any of the policy areas the Chamber advocates.
- Ability to work on energy, water, environmental policy areas preferred.
- Ability to work on transportation and goods movements policy is preferred.
- Experience working on regulatory policy from CARB, SCAQMD and other regulators.



- Prepare policy analysis reports for the Chief Policy Officer, CEO and the Board.
- Advise the Chief Policy Officer on setting the Chamber's public policy agenda.
- Staff the Chamber's public policy councils as assigned as well as special task forces and industry councils as needed.

Advocacy

- Serve as an advocate for the Chamber on the federal, state, regional and local levels of government through coalition work, direct advocacy, and grass roots organizing.
- Responsible for effectively representing the Chamber, its Board of Directors and members before elected officials and general public.
- Track issue development and legislation at assigned jurisdictions, as well as maintain regular interaction with key elected officials and their staff.
- Develop outreach plans that advance the Chamber's priorities.

Communication

- Develop issue messaging and communications strategy in coordination with the Chamber's marketing & communications department and fellow stakeholders.
- Prepare content for various communication platforms such as policy updates, action alerts,
- Prepare fact sheets, one-pagers, briefing memos, reports as required.
- Contribute to the development of the Chamber's external communications (website, weekly member communications, newsletter and media)
- Perform other duties as assigned by Chief of Policy.

Requirements:

- Bachelor's degree required;
- Minimum of 5-10 years' experience in related field
- Excellent written and verbal communication skills
- Significant experience in project management, policy analysis and issue development
- Ability to provide excellent customer service and be a team player

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- Ability to produce a large quantity of work at high quality
- Demonstrated ability to work well with volunteers and staff at all levels

Compensation

Salary: \$85,000

Benefits: This position includes Vacation Time; Sick Time; Medical/Dental/Vision Insurance; Flexible Spending Accounts (FSA); Long Term Disability; Life Insurance, 401(k) and commuter/transportation benefits (Metro TAP and Metro-Link Corporate Program).

Reports To: Carlos Singer

Application

LAACC Contact: Carmen Torres, Human Resources Consultant (resume@lachamber.com)

Submission Requirements: Cover Letter & resume

Date Posting Expires: Until filled

The Los Angeles Area Chamber of Commerce is an equal opportunity employer, dedicated to promoting a culturally diverse workforce. All Qualified applicants will receive consideration for employment without regards to race, color, religion, gender, or national origin.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.