Job Advertisement

Policy Specialist

The Foundation for California Community Colleges is on a mission to double its impact in the next 10 years. We are a group of relentless optimists and innovators in education, working collaboratively with public and private partners to help improve the student experience and expand pathways to economic and social mobility in communities across California. We are seeking a Policy Specialist to join the Foundation in its mission of benefitting, supporting, and enhancing the California Community Colleges—the largest and most diverse system of higher education in the nation.

The Foundation is looking an individual to join our Success Center team who has experience supporting activities that focus on system change, professional development, and sharing best practices. Our Center’s role is to support The California Community Colleges Chancellor’s Office and Foundation in implementing the Chancellor’s Vision for Success. This work is engaging, fast paced, and ever evolving and requires a flexible personality who enjoys working in a team-based environment. This position will support the achievement of grant-funded programmatic goals related to student success.

WHAT YOU’LL DO

The Policy Specialist will support the Policy Development unit of the Success Center by participating in necessary research, policy development, and representation on multiple higher education policy initiatives.

WHAT YOU BRING

- Provide technical support in policy discussions for the Success Center. Track relevant research and policy proposals by national and state organizations that promote student success and keeps team attune to necessary information. Able to professionally correspond those changes to leadership and stakeholders.
- Review and provide critical analysis of proposed policy initiatives and participates in relevant policy development discussions and activities.
- Attend legislative hearings, briefings and meetings while being able to capture the information and relay it back to the team. Also, able to provide on the spot briefs to executive leadership in a concise and meaningful manner.
- Represent the Foundation’s Success Center, at meetings and events that may require travel both regionally and nationally.
- Develops visualizations for diverse audiences and develops, formats, and prepares reports, charts, and/or graphs for varying documents and written and oral presentations for both internal and external audiences; collaborates with teams to design and help integrate data into an approved format.
- Coordinates large statewide meetings or convenings, prepares content, and communicates to attendees statewide.
IDEAL CANDIDATE QUALITIES

- 1-3 + years full time program experience required; or equivalent related experience required
- Bachelor's degree preferred, master's degree highly preferred
- In a discipline that emphasizes research methodology OR
- Ability to illustrate research skills
- Demonstrated commitment to improving public education and interest in higher education, as shown through coursework or professional experience.
- Experience with either professional development, higher education reform, or systems change in another large complex public system.
- Passionate about providing students with stronger pathways to education and building a more just and equitable California overall
- A self-starter and quick learner who is highly motivated and outcome-oriented, always seeking innovative approaches to project execution
- A strategic and creative thinker who can problem-solve, working within and across teams to swiftly respond to needs identified across the California Community Colleges
- Practices ownership, takes accountability, and has the ability to project manage, prioritize tasks, and deliver quality products on time with limited supervision
- Ability to work on a fast-paced team and build and maintain collaborative working relationships with internal and external stakeholders

WHAT WE OFFER

You’ll join a group of mission-driven, passionate, equity-minded individuals with a strong desire to impact and change lives for the better through education. As the official nonprofit auxiliary to the Chancellor's Office, we aim to ensure our team reflects the diversity of the California Community Colleges and the 2.1 million students, campuses, and communities it serves. Individuals are hired for their deep understanding of each population’s unique needs, and will join a collaborative environment where each team member plays an important role in helping Californians across all communities improve their social and economic mobility and build a better future for themselves and their families.

We operate from an office located in downtown Sacramento’s thriving R Street corridor. Our benefits include the CalPERS defined benefit retirement plan, generous medical, dental, and vision, tuition reimbursement, and more. We take a strategic and comprehensive approach to investing in our people, fostering an environment for employee growth and providing diverse opportunities for continued learning, professional development, and advancement.

To learn more about the position, read the full job description > Policy Specialist, Success Center

For immediate consideration, please submit a letter of interest and resume saved as Microsoft Word (.doc/.docx) or Adobe Acrobat PDF (.pdf) documents to jobs@foundationccc.org. Please include in the subject line: “Policy Specialist”.