



JOB DESCRIPTION

Employee Name: TBD
Position Title: Lobbyist
Reports To: CEO
Location: Sacramento, CA
Date of Hire: July 1, 2019

SUMMARY:

The primary objective of the Lobbyist is to provide support for the advocacy efforts of California Travel Association in Sacramento, conducting research, tracking legislation, assisting in lobbying efforts, and communicating the association's work. This position reports to the CEO and works closely with the organization's contract lobbyists.

California Travel Association (CalTravel) is the umbrella trade organization for the travel and tourism industry in California, responsible for \$132 billion in direct revenues, 1.1 million jobs, and \$10.9 billion in state and local taxes in 2017.

HOW TO APPLY

Send resume and cover note to Barbara Newton, CEO, bnewton@caltravel.org. More information on California Travel Association is at <https://caltravel.org/>.

SECTION I

ESSENTIAL DUTIES, RESPONSIBILITIES, and QUALIFICATIONS:

- Represent and assist in CalTravel's advocacy efforts in Sacramento, working closely with its contract lobbyist Political Solutions
- Prepare, maintain, and distribute position letters on legislation
- Set up and represent CalTravel as needed at meetings with legislative staff and other organizations aligned with CalTravel's work
- Attend committee hearings as requested
- Maintain legislative bill files and keep website up to date
- Create weekly legislative report for member newsletter
- Prepare background information on legislation
- Reach out to CalTravel members for insights on issues and bills, communicate results
- Attend quarterly board meetings and in-person and conference calls related to advocacy
- Read all bills introduced in legislative session and report to CEO and contract lobbyist any that might be of relevance to travel and tourism industry
- Research and look for studies, statistics or other relevant factual basis for supporting or opposing a piece of legislation
- Assist in planning and executing annual Tourism Advocacy Day

- Attend Sacramento meetings and events as required, including a limited number of evening receptions
- Assist with preparation for board meetings
- Other duties as assigned. Be flexible to step in as a team player and be willing to do whatever needs to be done

Section II

GENERAL REQUIREMENTS

Attitude

Dynamic, highly motivated, independent
 Detail-oriented, thoughtful, works quickly and accurately
 Proactive, dependable, independent and professional
 Maintains a positive, upbeat, helpful, problem-solving attitude
 Excellent interpersonal skills
 Promotes and exemplifies CalTravel values: knowledgeable, influential, collaborative, accountable and agile.

Commitment to Service

Follows up on telephone calls, e-mails, requests, complaints and challenges; responds quickly to internal and external needs. Develops and promotes teamwork and cooperation among fellow workers and managers/supervisors. Shows an appropriate sense of urgency in completing work and addressing the needs of the department.

GENERAL QUALIFICATIONS

To perform this job successfully, the employee must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Must have a bachelor's degree and at least five years of relevant work experience in the California legislative process. Degree in political science or related is highly desired.

Language Skills

Must have excellent writing and communication skills. Must be able to analyze and interpret general business information, technical procedures related to the job functions and to governmental regulations. Must have ability to create professional business reports and business correspondence. Must be able to present information effectively and respond well to questions from members, clients, colleagues, the Board of Directors.

Financial Skills

Ability to calculate figures and amounts as required for budgets, reports, percentages as required for the position.

Reasoning ability

Excellent problem-solving skills and ability to deal with a multitude of variables. Ability to see the big picture and work proactively.

Required Technical / Other Skills

Proficient with commonly used business software including Excel, QuickBooks, Word, PowerPoint, WordPress etc.

Proficient with office equipment such as printer, desktop computers, laptops, ipads and smart phones. Must be able to travel approximately four to five times per year to events within the state of California.

