

**California Labor Federation**  
**LEGISLATIVE DIRECTOR**

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**Do you want to make a difference in economic and social justice, racial equality and the lives of working families here in California and influence policymaking nationally?**

The California Labor Federation is the largest state Labor Federation in the United States. It is also among the most progressive. A prominent Sacramento publication recently referred to Labor as the 800 Pound Gorilla at the Capitol.

The Federation is an umbrella organization comprised of more than 1,000 unions, representing 2.1 million union members: in manufacturing, retail, construction, education, transportation, hospitality, the public sector, healthcare, entertainment and other industries across California.

The mission of the Federation is economic justice, shared prosperity and racial equality for workers, their families, and all people. We achieve this by building the power of all working people through organizing, collective bargaining, political action, legislative action and community alliances.

In Sacramento, we advance policies to support quality job creation, ensure community health, promote shared prosperity, and increase justice for working families and all Californians, including all people of color and immigrant workers. We believe that economic justice is first achieved through working people standing together with a voice at work, and then using that power to deliver tangible victories, particularly for disadvantaged communities.

**POSITION DESCRIPTION**

The Legislative Director coordinates the legislative team to advance workers' rights and justice for all in the legislative, administrative, and judicial arenas, maintain Labor's presence in each and coordinate and support the work of our affiliated unions under the direction of the Executive Secretary-Treasurer.

**ESSENTIAL FUNCTIONS**

- Enjoy and be committed to the work!
- Spread the joy and commitment!

ALSO:

- Oversee up to four legislative team members. Responsibilities include training and supporting legislative staff; planning, assigning and directing work (to direct is to lead); appraising performance; and resolving problems;
- Coordinate legislative team to advance Federation-sponsored bills and ensure they carry out our priorities;
- Work to formulate Labor's positions on legislative issues and recommend to the Executive Secretary-Treasurer;
- Convene and coordinate union lobbyists;

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- Develop materials for Federation leaders and Board members to craft strategic priorities;
- Develop a strategy for achievement of our legislative priorities;
- Develop oral and written communication to unions about Federation-sponsored legislation;
- Coordinate legislative team to advance Federation-sponsored bills;
- Prepare written fact sheets, letters of support and opposition, and other communications on legislative and administrative issues;
- Build and maintain relationships with union leaders, policymakers, allies, and staff;
- Build and participate in coalitions to advance workers' rights, as well as the rights of those represented by coalition members;
- Advocate for working families before state commissions and boards;
- Prepare and present written and oral testimony before legislative and administrative bodies;
- Research and analyze legislative proposals introduced by unions, allies, opponents and legislators;
- Coordinate and provide support for the Executive Secretary-Treasurer on legislative matters;
- Respond to affiliated unions needs for support to advance their issues;
- Engage in outreach, where appropriate, to organizations outside of the labor movement but with a similar focus on victories for historically disadvantaged communities;
- Represent the Federation at various meetings and events;
- Participate in and organize various Federation-sponsored meetings and trainings;
- Work with political department to staff political and electoral campaigns, as needed;
- Work with other departments to maximize pressure to win our legislative priorities;
- Work with other managers to develop and implement Federation goals in conjunction with the Executive Secretary-Treasurer;
- Work well under pressure and handle stress effectively; and
- Perform other duties as assigned.

**REQUIRED KNOWLEDGE AND EXPERIENCE**

- Ability to enjoy the work! And experience or ability in:
- Work with labor movement;
- Legislative and administrative advocacy;
- Strategic thinking;
- Strong written and oral communication skills;
- Policy research and analysis;
- Supervisory experience demonstrated ability to lead a team;
- Relationships with unions and progressive allies, particularly those with a focus on racial justice and building power for low-income or disadvantaged communities;
- Experience working in fast-paced, high-pressure environments;
- Attention to detail with the ability to balance multiple tasks;
- Proven track record of advancing an agenda;

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- Substantive knowledge of California labor and employment laws;
- Proficient with computer software programs; and
- Graduate or law degree preferred.

**REPORTING STRUCTURE**

Reports daily to the Chief of Staff works closely with the Secretary-Treasurer. Member of the management team. Supervisor of one Office Manager, one Policy Coordinator, and two Legislative Advocates.

**WORK ENVIRONMENT**

Likely telecommuting for the duration of the COVID-19 pandemic. Usually based in the Sacramento office, with some travel to the Oakland headquarters. Some travel to unions across the state, conferences, and meetings. Significant time spent in the Capitol, with much time standing and walking on hard surfaces. Long days and weekend work are often required, as the schedule depends on the legislative calendar and committee schedule. Work on political or electoral campaigns may require a longer-term stay in a jurisdiction.

**REASONABLE ACCOMMODATIONS**

The Federation provides reasonable accommodations to qualified applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us at [hiring@calaborfed.org](mailto:hiring@calaborfed.org) (510) 663-4001, or Fax at (510) 663-4099. Your request will receive an individualized assessment and will be processed in the order it was received.

**TO APPLY**

People of color, bilingual applicants, and women are especially encouraged to apply! One of the California Labor Federation's core values is to provide an inclusive environment to all who are employed here. Please send a cover letter describing your interest and qualifications, and a resume to [hiring@calaborfed.org](mailto:hiring@calaborfed.org).

*California Labor Federation AFL-CIO aims to provide higher standards for itself than the legal equal employment opportunity (EEO) rights established for all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, California Labor Federation AFL-CIO complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*

*California Labor Federation AFL-CIO expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.*