

Services & Policy Analyst

California Farm Labor Contractor Association

POSITION SUMMARY

Reporting to the Executive Director, the Services & Policy Analyst (SPA) plays a vital role in supporting the growth and success of the California Farm Labor Contractor Association and its mission to serve the industry. This role calls for creativity, organization, and strategic thinking to drive continuous improvement and timely solutions to better serve members and advocate in governmental and regulatory arenas.

Building relationships with members, industry partners, and other stakeholders is a key aspect of this role in order to facilitate engagement, impactful advocacy, and inform the development of member services. While the SPA collaborates closely with the CFLCA Executive Director, Programs Manager, and Board of Directors, they also take independent initiative to identify opportunities, develop, and execute key strategic projects in pursuit of the association's goals. As an integral part of a small team, this position provides administrative, logistical, and other support as needed for CFLCA programs, events, and services.

- Research, analyze, and report on industry factors, legislative and policy issues relevant to FLCs to inform association goals & services.
- Advise on the direction of advocacy efforts in state and federal affairs including regulatory agencies.
- Assess member needs and interests to help guide short and long term association objectives.
- Collaborate with the Executive Director & Board to develop and implement multi-year policy agendas, education campaigns, and other strategic initiatives.
- Foster positive relationships with stakeholders and build coalitions.
- Contribute to organizational planning to align strategic initiatives with broader association goals.
- Facilitate member engagement and identify growth opportunities.
- Collaborate with the Executive Director & Programs Manager to advance the development and implementation of services, programs, & resources.
- Support internal & external communications, including the development of content.
- Provide administrative and logistical support for programs and events.
- Provide excellent customer service to association members and partners.
- Adaptability to take on flexible responsibilities and duties in support of the association's vision and objectives.

QUALIFICATIONS

- Strong research, program management, and analytical skills.
- Proactive, demonstrates initiative and creative problem solving.
- Ability to work independently and collaboratively.
- Experience and/or educational background in public policy.
- Familiarity with the agricultural industry and related political landscape preferred.
- Excellent written and oral communication and organizational skills.
- Bilingual in English and Spanish, spoken and written.
- Professional demeanor and excellent customer service skills.
- Proficient with Microsoft Office Suite.

The ideal candidates may have experience that does not directly match the qualifications above, and we encourage people with similar experience to apply and address any incongruities in their cover letter.

JOB TYPE

Full-time, exempt.

WORK LOCATION

Primarily work from home, Sacramento area preferred, with occasional travel including overnight.

SALARY RANGE

Salary range for this position is \$70,000 to \$90,000 per year, depending on experience and performance.

HEALTH INSURANCE

Robust health insurance with 90% of premium coverage for employee and optional 50% premium coverage for spouse or dependents. Includes dental and vision.

401(k) RETIREMENT PLAN

Eligible after 90 days; employer matching up to 3%, and 50% match up to 5%, with employee and employer contributions 100% vested at inception.

VACATION/PAID TIME OFF

10 paid holidays, and two weeks paid vacation per year.

ABOUT THE CALIFORNIA FARM LABOR CONTRACTOR ASSOCIATION

The California Farm Labor Contractor Association was founded in 2009 to help navigate complex labor laws and advocate for best management practices. Through a range of programs and services, CFLCA seeks to lift up the agricultural industry and ensure safe, healthy, and successful operations for FLCs and agricultural employees.

To apply, please submit your resume and a cover letter to Kimberly Clark at Kimberly@CalFLCA.org.