



## **Supervisor Katrina Foley, Fifth District**

### **Orange County Board of Supervisors**

Orange County Supervisor Katrina Foley seeks a **Policy Advisor** with the ability to move forward the Supervisor's priorities and initiatives with a passion for public service and changing the status quo.

Under the supervision of the Chief of Staff, the Policy Advisor is responsible for preparing memos related to the Board of Supervisors and appointed committees and commissions, as well as briefing the Supervisor and staff on pending agenda items under consideration.

The ideal candidate will have an enthusiasm for public policy and have experience in professional writing, research, staffing, and working in a collaborative manner to deliver results for Orange County residents.

Policy/Legislative experience in the areas of homelessness, housing, public safety, the environment, local/state/federal governments, infrastructure, transportation and/or the courts are strongly preferred.

#### **Essential Job Functions**

- Coordinate with policy staff to prepare all briefing materials for the Board of Supervisors meetings and all appointed governing bodies.
- Serve as principal advisor for assigned County Departments and appointed governing bodies.
- Translate complex policy ideas into policy statements and talking points for the Supervisor and other team members, and draft and/or review and edit content for press releases and newsletters on items related to assigned duties.
- Assist with the preparation of Investigative / Legislative Hearings.
- Work with local community leaders to connect County resources to constituents.
- Brief the Supervisor on policy updates and changes, anticipate future changes, and work with the rest of the team to incorporate these into future action.
- Staff relevant boards and commissions on which the Supervisor serves.

- Attend local community events on behalf of the Supervisor and staff the Supervisor at select events and meetings as assigned.
- Engage with key stakeholders and community members to achieve successful policy outcomes related to assigned duties.

### **Skills and Experience Required**

- Minimum of 2 years of policy or legislative experience with an elected official, business/industry association, law firm, labor union, or nonprofit.
- Excellent research, oral, & written communications skills with the ability to manage multiple projects, work well under deadlines, and collaborate with team members.
- Experience engaging with stakeholders and constituents.
- Intuitive understanding of the intersection between policy, communications, and community engagement.
- Flexible thinker, with a proven ability to take direction and quickly build substantive expertise in new areas.

### **Salary and Benefits**

Starting Salary Range \$65,000 – \$75,000. Negotiable and commensurate with experience or law degree. Benefits include Medical Insurance, Dental Insurance, Vision Insurance, Defined Benefit Pension Plan, Vacation/Sick Leave.

### **Apply**

Submit a resume, cover letter, and writing sample to [Katrina.Foley@ocgov.com](mailto:Katrina.Foley@ocgov.com) with the subject “District 5 Policy Advisor Application”

**Application deadline:** 08/04/23 or until position is filled

**Location:** The position is based in Santa Ana and is in-person.