



## Work where your work matters. Work at CCRC.

CCRC prides itself as a workplace of choice for passionate talent, driven by our mission to cultivate child, family and community well-being. Whether the position works directly with the public or supports our programs, every position is vital to our mission's success and reputation as a leader. We are not your typical non-profit. We are 1200+ people strong and growing!

You could play a key role supporting the **Government Relations** Division! Go to our job board to apply: [job board](#)

## The job at a glance

### General Summary

Under the supervision of the Government Relations Manager, and with the guidance of the Senior Government Relations Specialist, the Government Relations Intern will support CCRC's advocacy and public policy efforts through research, policy analysis, and stakeholder engagement. **This position is a temporary assignment based on current business needs. The duration of the assignment is subject to change and does not guarantee permanent employment or an extension beyond the defined period.** The Government Relations Intern is passionate about public policy, eager to learn the legislative process, and dedicated to improving the lives of children and families.

This role is part time, with an anticipated 24 hours per week, and is HYRBID in nature.

### Core Benefits!

- **Hybrid** position!
- **403(b) Retirement Savings Plan** with 100% vesting!
- Opportunities **for learning and professional development**, such as education reimbursement and mastering skills for career progression
- **Culture:** Mission-driven, passionate, and inclusive
- **Employee Assistance and Wellness Programs**

## The Details of the Job:

### Essential Duties And Responsibilities

Within a team environment, this position will perform the following responsibilities:

- **Legislative Research & Tracking 25%:**
  - Monitor and analyze relevant policy developments at the local, state and federal level.
  - Maintain an up-to-date tracking system for key legislative bills and initiatives.
- **Policy Analysis 20%:**
  - Assist in the preparation of policy briefs, report and fact sheets.
  - Conduct in-depth background research on emerging policy issues related to childcare and early education.
- **Advocacy Support 20%:**

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- Develop talking points, presentations and social media content to support advocacy campaigns
- Attend and support CCRC's participation in advocacy events, legislative hearings, and meetings with policymakers.
- **Stakeholder Engagement 15%:**
  - Assist in coordinating meetings with legislators, community partners and other stakeholders to strengthen collaboration.
- **Administrative Support 10%:**
  - Provide general administrative support to the Government Relations team, including scheduling, data and entry and file management.
  - Help organize and coordinate logistics for events and meetings.
- **Communication 10%:**
  - Draft professional correspondence, newsletters and updates for internal and external stakeholders.

## Non-Essential Duties And Responsibilities

These duties include tasks that are required and comprise less than 5% of daily functions for this job:

- Attend training sessions, webinars, or conferences to gain additional knowledge related to government relations and public policy.
- Perform other duties as assigned.

## Job Specifications

### Minimum Required

- **Education:**
  - High School Diploma or equivalency
- **Experience:**
  - Any length of experience gained through volunteering, internships, or school projects in areas such as advocacy, community engagement, research, or government-related topics.
  - Familiarity with participating in group discussions, public speaking or collaborating with peers in academic or community settings.
- **Technical Requirements:**
  - Proficiency in basic computer applications, including Microsoft Word, Excel, PowerPoint, and email platforms.
  - Ability to conduct basic research and compile information from reliable sources. Familiarity with online search tools and public policy research.
- **Bilingual Required:** n/a
- **Behavioral:**
  - Demonstrate effective listening, verbal, written communication skills, and ability to work with the public.
  - Must have excellent organizational and time management skills by displaying the ability to prioritize and plan work activities; use time efficiently; plan for additional resources; set goals and objectives; develop realistic action plans and have meticulous attention to detail and knowledge of general office procedures.

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- Must demonstrate excellent customer service skills in working with external and internal customers.
- Ability to exercise discretion and apply good judgment in making decisions, ability to effectively work independently and take initiative. Displays willingness to make effective decisions; is able to exhibit sound and accurate judgment by supporting and explaining reasoning for decisions; includes appropriate people in decision-making process; and making timely decisions.
- Is able to be flexible while demonstrating good judgment skills, with the ability to work collegially.
- Demonstrate ability to multi-task at a fast-paced, high-level; has the ability to adapt to a rapidly changing work environment that may at times be ambiguous.
- Can demonstrate the ability to maintain cooperative, diplomatic working relationships with co-workers & supervisors; works as part of a team and collaborates with colleagues while maintaining a positive work ethic; completes projects under tight deadlines even when there are competing requirements and changes in assignments.
- Must be honest, reliable and dependable.
- Must respect and maintain rights and privacy of all staff.
- Attend appropriate trainings, meetings, and seek out developmental opportunities.
- Adheres to confidentiality, including HIPAA and PHI, in accordance with Agency policy and legal requirements.
- Adheres technological security in accordance with Agency policy and legal requirements.
- **Travel:** This position may require 5% of travel. Travel may involve attending community events, outreach events or CCRC sponsored events, and conferences. Staff may choose any mode of transportation (driving, walking, bicycling, carpooling, etc.) to arrive to and depart from the location where attendance is required. Should a staff member choose to drive, the staff member must become an approved driver with CCRC prior to driving on behalf of CCRC. Approved drivers driving on behalf of CCRC may choose to drive a CCRC vehicle or their own vehicle and must meet requirements to be an approved driver including holding and maintaining current auto insurance, current California Driver's License and receiving DMV clearance. (California Code of Regulations, Title 2, Section 11017.1 under the Fair Employment and Housing Act (FEHA), California Government Code Section 12940)
- **Work Schedule:** Part time, typically M-F, approximately 24 hours per week.
- **Work environment:** Hybrid- Mixture of working in an office work environment and working directly with the community/government officials.
- **Background & Health Clearance Requirements:**
  - **Standard Background Check:** As a grant-funded Agency supporting Children and Family Services, CCRC conducts background checks commensurate with the role to verify candidate qualifications (criminal history, employment history / experience, education, reference checks) and ensure grant compliance. Specific roles may have additional verification / clearance to the standard background check as part of the recruitment and selection process, including:
  - **Live Scan Clearance / DOJ Fingerprinting:** For positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health and Safety Code Section 1596.871 and/or Head Start Program Performance Standards 1302.90).
  - **Health Clearance:** For positions working directly with the public in a child/ community care or child / community care adjacent setting or working with "at risk" populations, CA Code of Regulations Title 22, §101216, CA Health and Safety Code 1596.7995, and/or Head Start Program Performance Standards 1302.93)

- **MVR / DMV clearance in accordance with CCRC’s liability insurance provisions:** For positions where driving is required.
- **Child Development Permit:** For positions working in an educational capacity (California Education Code Sections 44242.5, 44340, and 44341)
- **CPR / Pediatric CPR certification:** For certain identified positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health & Safety Code 1596.865 – 1596.866)
- **Federal Debarment Checks:** For positions acting in a principal capacity to federal funds (Head Start Program Performance Standards 1304.11, Code of Federal Regulations Title 2 Grants and Agreements 2.180.320 and 2.180.995)

## Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

<b>Physical Activity</b>					
<b>Activity</b> List the number of hours spent performing the activity.	<b>Hours Per Day</b>				
	<b>NA</b>	<b>0-2</b>	<b>3-4</b>	<b>5-6</b>	<b>7-8</b>
<b>Balancing:</b> Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Climbing:</b> Ascending or descending ladders, stairs, scaffolding, ramps, poles, or other similar devices. Using feet and legs and/or hands and arms. Performing activities where body agility is emphasized.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Crawling:</b> Moving about on hands and knees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Crouching:</b> Bending the body downward and forward by bending the leg and spine.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Driving:</b> A car, truck, forklift or other types of moving equipment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Feeling:</b> Perceiving attributes of an object, such as its size, shape, temperature or texture by touching with skin, particularly that of the fingertips.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Grasping:</b> Applying pressure to an object with the fingers.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hearing:</b> Perceiving the nature of sounds with no less than a 40db loss at 500Hz, 1000Hz and 2000Hz with or without correction. Ability to receive detailed information through oral communication, and make fine discrimination in sound, such as when making fine adjustments on a piece of equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Kneeling:</b> Bending legs at the knee to rest the body on the knee or knees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting (Light):</b> Raising objects from a lower to a higher location / moving objects horizontally from one location to another. <b>Lifting up to 30lb</b> objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting (Med):</b> Raising objects from a lower to a higher location / moving objects horizontally from one location to another. <b>Lifting 30lb – 50lb</b> objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting (Heavy):</b> Raising objects from a lower to a higher location / moving objects horizontally from one location to another. <b>Lifting 50lb+</b> objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pulling:</b> Using upper extremities to exert force to draw, haul or lug objects in a sustained motion.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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## Physical Activity

Activity List the number of hours spent performing the activity.	Hours Per Day				
	NA	0-2	3-4	5-6	7-8
<b>Pushing:</b> Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reaching:</b> Extending hand or hands and extending arm or arms in any direction.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Repetitive motions:</b> Substantial movements of the wrist, hands, and/or fingers, including keyboarding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Sitting:</b> Particularly for long periods of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Standing:</b> Standing or staying on feet for sustained periods of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Stooping:</b> Bending body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscle.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Talking:</b> Expressing or exchanging ideas by means of spoken words. Those activities in which detailed or important spoken instructions to co-workers are required. The instructions must be conveyed accurately, loudly, and/or quickly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Twisting:</b> Turning from right to left at the waist.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Viewing:</b> The ability to distinguish colors, read a VDT or other needs for depth perception.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Walking:</b> Moving about on feet to accomplish tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Notices

Child Care Resource Center is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

### Accommodations

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at (818) 717-1000 ext. 6599 or email them at [Recruiting@ccrcca.org](mailto:Recruiting@ccrcca.org).

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