



COMMITTEE FOR
GREEN FOOTHILLS

San Mateo County Legislative Advocate (exempt, full-time)

Committee for Green Foothills - Palo Alto, CA

Reports to Legislative Director

Committee for Green Foothills (CGF) is local, vocal, and effective. We protect the open space, farmland, and natural resources of San Mateo and Santa Clara counties through advocacy, education, and grassroots action. Founded in 1962 by citizens who wanted to protect peninsula hillsides from sprawl, today Committee for Green Foothills serves as the local champion for the coast, forests, bay, farmland, creeks, hillsides, and parks. Take a look at our [2016 annual report](#) and [our vision for the next 50 years](#).

Our culture: Our team will tell you that Committee for Green Foothills is a great place to work. We put an emphasis on work/life balance and camaraderie. We have several sayings including, “wonderful people!” “it’s a marathon, not a sprint,” and “if it’s not fun, it won’t get done.”

About the position

As our San Mateo County Legislative Advocate you will serve as the voice of Committee for Green Foothills. With the support of our Legislative Director, you will lead campaigns to protect open space, farmlands, and natural resources of San Mateo County. This includes advocating for [sensitive habitat at Edgewood Park](#), [farmland and open space in Half Moon Bay](#), and [old-growth redwoods](#). Much of your work will also be defending the great wins achieved over the past 55 years including those achieved for open space throughout San Mateo County including on [the coast](#), in [East Palo Alto](#), in [Redwood City](#), and around [Crystal Springs](#).

About you

- You are passionate about Committee for Green Foothills’ mission.
- You have a positive, can-do attitude with strong interpersonal skills.
- You are flexible and can work some nights and weekends.
- You can get yourself to meeting locations across the county.
- You understand the value of relationship building and discretion.
- You are highly skilled in analysis and critical thinking.
- You are a persuasive writer and communicator.
- You are intellectually curious and eager to learn about every issue relevant to your work.
- You are highly skilled in all Microsoft Office tools.
- You are a good project manager capable of managing multiple projects concurrently, meeting specific project deadlines, and communicating to keep a dispersed team apprised of project status and following up on key action items.
- You can come to our office in Palo Alto to work with our team at least 4 days a week. Opportunity for reevaluation of in-office requirements after the first three months.
- Ideal (but not required - these are skills you can learn) that you have exposure to one or more of the following skillsets or experiences: land use policy, governmental affairs, environmental law, environmental science or policy, campaign planning, public speaking, community organizing, etc.
- Spanish or Vietnamese fluency a plus.

Your Responsibilities

Government Affairs – 75%

- Build a thorough knowledge of the issues and stakeholders relevant to sound land use policies and laws that protect open space, natural resources, and agricultural lands
- Invest in relationships and collaborations with elected officials, government staff, decision-makers, people considering elected office, community groups and leaders, and project applicants.
- Monitor land use issues that affect open space. Work with our advocacy team to identify which issues to engage in. Develop campaign plans with SMART goals, strategies, and tactics.
- Implement campaign plan, update as you go. (Tactics might include comment letters, public comment, stakeholder meetings, and community events).
- Bring strategic discussion topics to advocacy committee (filled by board members) each month.
- Maintain organized advocacy file and track relationships with key stakeholders in archives.

Community Engagement – 20%

- Provide a visible Committee for Green Foothills presence at events, in media, and online.
- Cultivate and support a cadre of volunteer advocates.
- Develop relationships with key media representatives and work with them to get press coverage on advocacy issues and key decision points as needed.
- Write newsletter articles, action alerts, project pages, etc. to engage community members.
- Invite community members to sign up for our email list and become donors.

Administrative – 5%

- Attend monthly Advocacy Committee, Staff Meeting, and Board meetings, prepare materials as required for meetings and monthly Board Reports.
- Complete Lobbying Table for annual tax filing.

To apply submit cover letter, resume, and salary requirements online at <http://www.greenfoothills.org/get-involved/career-opportunities>. For questions email info@greenfoothills.org. No calls please.

Committee for Green Foothills is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law.