



JOB ANNOUNCEMENT Policy Specialist - CAMEO

Do you visit your local bookstore more than Barnes and Noble? Do you support local economies driven by local small business owners? Do you understand the power of business ownership to lift up families and help them thrive and reach their version of the California Dream? Do you have experience with statewide and local policy making? Are you committed to a racial equity and inclusion? If so, we are looking for a policy associate that can support our advocacy efforts on behalf of small business owners.

1 Hallidie Plaza, Ste 715
San Francisco, CA 94102

About CAMEO

CAMEO is California's statewide network made up of over 300 organizations, agencies, and individuals dedicated to furthering microbusiness development in California – 37 of which are CDFIs. Annually, CAMEO members serve about 81,000 very small businesses with training, business and credit assistance and loans. These firms – largely start-ups with less than five employees – support or create 101,000 new jobs in California and generate a total of \$7.5 billion in economic activity.

Our mission is to **grow a thriving ecosystem of support for underserved entrepreneurs**. Our vision is that **all entrepreneurs have access to the resources they need to succeed, creating family economic mobility and community prosperity**.

Description of Position

As a Policy Specialist, you will work with the policy and communications teams to accomplish our mission by supporting state and local efforts to advocate on the behalf of our members and small/microbusinesses. You will have the opportunity to be involved in projects covering topics including what's needed for an equitable recovery and the needs of underserved entrepreneurs, responsible small business lending, building the infrastructure for an independent workforce (workforce, healthcare, retirement, etc.), funding streams, and emergency preparedness. This position will contribute to the creation of a white paper on ways to incorporate racial equity into economic development policies and related policymaker education.

This is a full-time (35 hours/week), paid position with benefits for a 14-month contract term. This position reports to the VP, Engagement and External Relations. We are working remote, but some travel may be required.

Essential Duties and Responsibilities:

- Provide research on microbusiness issues and policy with a racial justice lens
- Communicate research in memos, policy briefs, and blogs
- Organize stake holder meetings
- Develop and maintain the CAMEO advocacy toolkit
- Train members on advocacy activities
- Provide event management support for Advocacy Day
- Participate in policy calls with our partners
- Research mission-relevant state legislation
- Provide additional support as necessary

The ideal candidate will excel in:

CAMEOnetwork.org
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ph 415.992.4480



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Education/Experience and Computer Skills

- A Bachelor's Degree in Business, Political Science/Public Policy, or equivalent
- At least two years of experience in local or California state policy
- Understand the California legislative process
- A strong willingness to learn about microbusiness and microfinancing
- Successful candidates must be proficient in Microsoft Office, Google Workspaces, Asana, Zoom, and have the ability to learn new software quickly.

Skills

- Data analysis and critical thinking
- Clear and effective written and verbal communication style
- Comfortable with working in a collaborative environment, as part of a team
- Managing multiple priorities and deadlines
- Versatile, resourceful, and collaborative, with a committed work ethic
- Ability to manage concurrent priorities and projects with follow-through
- Extremely strong attention to detail and professional presentation skills
- Friendly demeanor and positive attitude
- Solid organizational and planning skills and the ability to think strategically
- Ability to think through and create/follow timelines
- Motivated and enthusiastic, with the ability to own projects but able to ask for assistance when needed
- Understanding of Micro Enterprise Development Organizations and commitment to the vision of CAMEO

How To Apply

Interested candidates should provide a digital cover letter, resume, and a writing sample to cameo@CAMEOnetwork.org by October 15, 2021. Incomplete applications will not be considered. Please note the job title in the subject line of your email. This position will start November 1, 2021.

CAMEO will consider applicants equally without regard to sex, gender, race, age, ethnicity, national origin, disability, marital or veteran status, medical condition, religion, gender identity, sexual orientation, or any other characteristic protected by federal, state, or local law. We reasonably accommodate staff members and applicants with disabilities, provided they are otherwise able to perform the essential functions of the job. Individuals who need assistance or accommodation due to a disability may contact us at cameo@CAMEOnetwork.org.