



THE AMERICAN INSTITUTE OF ARCHITECTS CALIFORNIA POSITION DESCRIPTION

Title: Policy and Programs Coordinator

Department: Government Relations

Reports To: Director of Government Relations

FLSA Status: Non-Exempt

Prepared Date: September 2026

Summary

AIA California advances the architectural profession through advocacy before the Legislature, regulatory agencies, state boards and commissions, and by providing members with the resources, education, and tools needed to strengthen practice and improve California's built environment. The Policy and Programs Coordinator serves as a key member of the Government Relations team, supporting AIA California's legislative, regulatory, and building code advocacy efforts while coordinating educational programs, volunteer engagement, and strategic initiatives related to housing, climate action, resilience, and professional practice. The position works collaboratively across departments to translate advocacy priorities into meaningful member resources, including continuing education and communications.

Essential Duties and Responsibilities

Include the following. Other duties may be assigned.

- Serves as primary staff support for AIA California's Government Relations program, coordinating legislative, regulatory, building code, and public policy initiatives under the direction of the Director of Government Relations.
- Monitors legislative, regulatory, and state agency activities affecting the architectural profession; tracks emerging issues; and prepares legislative reports, policy summaries, member alerts, and advocacy communications.
- Supports AIA California's building code and regulatory advocacy initiatives by monitoring a number of identified key code and regulatory development activities, coordinating stakeholder engagement, assisting with code comments and educational resources, tracking regulatory proposals, and supporting volunteer committees and technical experts engaged in the development and implementation of California building codes and regulations.
- Coordinates advocacy initiatives including legislative meetings, regulatory agency outreach, advocacy committee meetings, volunteer activities, and public policy events.
- Assists in preparing and reviewing legislative correspondence, testimony, issue briefs, presentations, advocacy publications, policy papers, and reports supporting AIA California's advocacy priorities.
- Serves as staff liaison for assigned advocacy committees, task forces, working groups, and volunteer leaders; assists with preparation of meeting agendas, materials, minutes, and follow-up actions, including use of appropriate digital tools.



- Collaborates with Communications staff to assist in the development of website content, updates, advocacy alerts, social media content, publications, and member resources related to legislative, regulatory, and building code issues.
- Coordinates continuing education programs, webinars, roundtables, and educational events that advance AIA California's strategic priorities.
- Assists other AIA California departments in networking with active or potential volunteers, subject matter experts, and educational resources to support organizational priorities and cross-promote programs.
- Responds to member, chapter, government agency, and stakeholder inquiries regarding advocacy programs, legislation, regulations, educational opportunities, and public policy initiatives.
- Assists the Director of Government Relations with strategic planning, annual work plans, program budgets, and operational priorities.
- Supports other staff and organizational initiatives as needed.
- Regular, predictable attendance is required.
- Ability to work collaboratively and effectively with staff, volunteer leaders, members, government officials, consultants, and external partners.

Supervisory Responsibilities

None.

Measures of Performance

The Policy and Programs Coordinator shall be considered to be performing in an acceptable manner when the following have been accomplished:

1. **Advocacy Support** – Demonstrates ability to understand of legislative, regulatory, and building code processes; delivers timely, accurate, and well-organized support for advocacy initiatives.
2. **Program Management** – Successfully coordinates meetings, educational programs, events, and projects while managing multiple priorities and meeting deadlines.
3. **Member Service** – Responds promptly and professionally to member, volunteer, and stakeholder inquiries; builds positive relationships and creates opportunities for member engagement.
4. **Communication** – Produces clear, accurate, and effective written communications, reports, presentations, educational materials, and advocacy resources.
5. **Planning and Organization** – Prioritizes work effectively, anticipates project needs by monitoring deadlines and process milestones, manages competing deadlines, and follows through on commitments.
6. **Teamwork** – Works collaboratively across departments; supports colleagues; contributes to a positive organizational culture; and builds productive relationships with volunteer leaders and external partners.



7. **Professionalism** – Exercises sound judgment, maintains confidentiality, demonstrates integrity, and represents AIA California professionally with members, public officials, and industry partners.
 8. **Organizational Support** – Supports AIA California's strategic priorities; follows organizational policies and procedures; completes administrative responsibilities accurately and on time.
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Qualifications

Education and Experience

Bachelor's degree from an accredited college or university preferred. Two or more years of experience in government relations, public policy, association management, program management, communications, or a related field; or an equivalent combination of education and experience.

Language Skills

Excellent written and verbal communication skills with the ability to prepare reports, correspondence, educational materials, and presentations, and effectively communicate with members, public officials, volunteers, and partner organizations.

Computer Skills

Proficiency with Microsoft Office Suite, virtual meeting platforms, association management systems, databases, content management systems, and online analysis and collaboration tools. Ability to learn legislative tracking systems and emerging technology platforms.

Preferred Qualifications

- Curious, positive, and proactive: Brings genuine curiosity, a can-do attitude, good judgment, and a willingness to learn, ask questions, solve problems, and jump in wherever needed.
 - Detail-oriented and professional: Thrives in a fast-moving environment, balancing speed and shifting priorities with exceptional attention to detail, accuracy, professionalism, and a commitment to high-quality work. Keeps track of priorities, deadlines, workflow, and milestones.
 - Strong project management and organizational skills.
 - Ability to work independently while managing multiple priorities in a collaborative team environment.
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Physical and Work Environment

Physical and Emotional Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The inability to cope with a stressful work environment does not constitute a protected disability.

While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to stand; walk, talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.



Updated: 9/30/26 - NDS