



Job Title: Government Relations Manager
Department: Public Affairs
Reports To: Director of Public Affairs
Status: Full Time; Exempt

The **Government Relations Manager** supports CET's mission by monitoring, analyzing, and communicating public policy developments at the local, state, and federal levels that impact workforce development and vocational training. Reporting to the Director of Public Affairs, this role focuses on maintaining awareness of legislation, workforce initiatives, and funding opportunities, and on cultivating relationships with public agencies, legislative offices, and key workforce stakeholders. The Manager serves as a liaison between CET and external partners to ensure CET remains engaged in policy conversations that affect its programs and services.

ESSENTIAL JOB FUNCTIONS (may include but is not limited to the following):

- Monitor and track federal, state, and local legislation and policy developments related to workforce development, education and vocational training.
- Analyze relevant public policy issues and communicate potential impacts to CET's leadership.
- Assist in developing CET's positions on policy issues and prepare briefing materials, policy summaries and internal updates.
- Maintain regular communication with policymakers, legislative staff, workforce development boards (e.g., WIOA) and agencies such as the California Employment Development Department (EDD).
- Represent CET at public meetings, workforce policy events, webinars and legislative hearings.
- Support CET's engagement with workforce coalitions, such as the California Workforce Association (CWA) and participate in Department of Labor (DOL) seminars.
- Assist with the coordination of CET center visits and policy-maker engagement events.
- Collaborate with internal teams—including grant writers and program staff—to align funding opportunities with CET's program goals and timelines.
- Support research on labor market trends and policy opportunities to inform CET program development.
- Help maintain CET's calendar of policy deadlines, meetings and events.
- Provide administrative and logistical support for advocacy initiatives and relationship-building activities.
- Coordinate communication between CET regional/center directors and relevant public agencies.
- Support outreach efforts to identify strategic partnerships that can enhance CET's visibility and funding prospects.

REQUIRED KNOWLEDGE AND ABILITIES:

- Strong understanding of the legislative process and public policy issues related to workforce development and vocational education.

- Excellent written and verbal communication skills, with the ability to clearly explain policy matters.
- Experience in government relations, policy research or public affairs in a nonprofit, education, or workforce development setting.
- Ability to conduct policy research and synthesize information into actionable insights.
- Strong organizational skills, with the ability to manage multiple tasks and deadlines.
- Comfort with public speaking and representing CET at meetings or events.
- Professionalism and interpersonal skills to build and maintain relationships with government officials, agencies and external partners.
- Flexible schedule and ability to travel to Sacramento, Washington D.C., and other locations as needed.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree in Public Policy, Political Science, Public Administration or a related field.
- Three plus (3+) years of experience in government relations, workforce development or nonprofit advocacy.
- Familiarity with WIOA, the EDD, DOL funding programs and workforce boards.
- Experience working with persons of diverse socio-economic and ethnic backgrounds.

EQUAL EMPLOYMENT OPPORTUNITY

CET will consider and hire qualified applicants without discrimination. CET maintains as its staffing goal to recruit and maintain a workforce that reflects the diversity of the CET community.

Job Type: Full-time

Pay: \$70,000 - \$90,000 per year

Benefits:

- 401(k)
- Health insurance
- Paid time off

Schedule: Monday to Friday

Work Location: In person - 701 Vine St, San Jose, CA 95110