



Midpeninsula Regional Open Space District – *JOB ANNOUNCEMENT*

Government Affairs Specialist I/II*

Official Classification Title: Public Affairs Specialist I/II

Government Affairs Specialist I Annual Pay Range: \$91,931-\$114,823

Government Affairs Specialist II Annual Pay Range: \$114,491-\$142,964

plus full benefits including CalPERS pension

Anticipated salary increase in September 2025, pending Board approval

*Midpen determines hiring level depending on qualifications

Application Deadline: September 21, 2025

Are you a highly organized and energetic self-starter with excellent communication skills and a passion for public policy? Do you thrive in a collaborative environment and enjoy supporting vital government affairs and strategic partnerships? If so, then we have an outstanding opportunity for a dedicated Government Affairs Specialist I/II to join our team, working to connect legislators and public sector leaders with the Midpeninsula Regional Open Space District's (Midpen) mission of protecting and restoring open space and providing ecologically sensitive public access. Bring your intergovernmental and communication skills to Midpen to support our vital work!

About Midpen: Midpen helps plants, animals and people thrive throughout the greater Santa Cruz Mountains region by preserving a greenbelt of more than 70,000 acres of public open space with more than 250 miles of trails in 27 extraordinary preserves, permanently protected for natural resource conservation and ecologically sensitive public enjoyment and education. Midpen is a public agency with a focused mission that guides our work, and where every employee makes an impact. If you are looking for an outstanding opportunity to contribute to the legacy of open space protection, natural resource restoration and outdoor recreation, working with an incredible team of like-minded colleagues, we invite you to apply for this position! At Midpen, we believe open space is for all. Our public lands are shared spaces provided for the community by the community. All people, regardless of background, deserve respect, dignity, safety, and a sense of belonging. Midpen welcomes all people to enjoy the public open space preserves we hold in trust, supporting the mental, physical, and social well-being of our region.

About the Position: Midpen aims to recruit and retain employees who embody professionalism, accountability, and respect, who value working in a mission-driven agency focused on inclusivity, diversity, and equity.

The ideal candidate is an excellent communicator, flexible and thrives with a full and varied workload in a dynamic and collaborative team environment. Responsibilities include:

- **Legislative Engagement, Monitoring & Research:** Collaborates with legislative consultants and agency subject matter experts to monitor, track, and interpret legislation relevant to the District; conducts background research on topics and priority initiatives; and actively evaluates alternatives and helps determine strategies to represent the District's interests in appropriate arenas.
- **Intergovernmental Representation & Presentations:** Presents at delegation, agency, and partner meetings, serving as a District representative as needed.
- **Comprehensive Reporting, Documentation & Written Communications:** Prepares and coordinates a variety of materials, including comprehensive staff reports, management updates, Board proclamations, correspondence (position and congratulatory letters), and other detailed memos.
- **Event & Meeting Support:** Coordinates legislative and agency tours, including advocacy and appreciation days; prepares presentation and meeting materials for delegation, agency, and partner meetings, and coordinates with departments for project updates.
- **External Affairs Assistance:** Assists with external regional agendas for issues impacting Midpen's work, and tracks relevant local, state, and federal news for issues affecting the District.

Qualities

- Highly organized and detail oriented.
- Proactive and takes initiative.
- Adaptable to changing priorities and deadlines.

Highly Desired

- Experience in a public agency or non-profit organization.
- Familiarity with California legislative processes and government affairs functions.
- Experience or exposure to intergovernmental relations or tribal affairs.

The Government Affairs Specialist I under supervision, performs most of the duties required of the position but is not expected to function at the same skill level required of a level II.

Annual Pay Range: \$91,931-\$114,823

The Government Affairs Specialist II is expected to perform the full range of duties as assigned, working independently and exercising a higher level of judgment and initiative. Receives occasional instruction or assistance as new or unusual situations arise.

Annual Pay Range: \$114,491-\$142,964

View the full [Job Description](#) on our website.

A Few Reasons Why You May Love This Job

- Connecting with people from different backgrounds and introducing them to the outdoors.
- Collaborative work that directly supports Midpen's mission to protect and restore the natural environment.
- You'll be part of a talented and dynamic team whose work contributes to providing nature's benefits to everyone.
- Mix of office and outdoor environment.

Working Environment and Schedule: Midpen offers a hybrid office/telecommute work schedule which will be divided between onsite work, at home remote work, some outdoor work, some local travel, and occasional travel to Sacramento. When government affairs-related events are scheduled, the Government Affairs Specialist may be required to work evenings, weekends and holidays. Outdoor work could include driving off-road (training provided) and hiking on trails in temperatures ranging from cold and blustery to hot and dry. Ideal candidates will be comfortable working in these types of field conditions as well as driving around the Bay Area. This position is part of the Public Affairs department at Midpen's administrative office located in Los Altos, California.

Education and Experience: Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be equivalent to graduation from an accredited four-year college or university with major coursework in public relations, communications, business administration, public policy or a closely related field, and:

Government Affairs Specialist I: one (1) year of increasingly responsible experience in government affairs or strategic partnerships is highly desired. No experience is required.

Government Affairs Specialist II: two (2) years of increasingly responsible experience in government affairs or strategic partnerships.

Licenses & Certifications Required: Possession of a valid California Driver's License.

Benefits: Midpen provides an excellent benefits package including health, life & disability insurance as well as CalPERS pension. Please see the [Benefits](#) section on the Job Opportunities page on our website for details.

How to Apply: Apply online at [CalOpps.org](https://calopps.org). **Application Deadline: September 21, 2025**

Applicants with the most relevant experience and qualifications suitable for the position will be invited to interview.

The following application items are required to be considered:*

1. Fully completed CalOpps employment application
2. Cover letter
3. Resume
4. Supplemental question responses

**Incomplete CalOpps employment applications, or applications without the required application items listed here, will not be considered for the position.*

Recruitment Timeline:

First Interview (virtual): October 16, 2025

Written Exercise (virtual): October 20, 2025

Second Interview (in person): October 21, 2025

A note to applicants who currently live outside of the San Francisco Bay Area: before committing to the application process, and if you haven't done so already, we suggest evaluating the feasibility of relocation. We recommend researching the cost of living in the San Francisco Bay Area, the cost to relocate, and typical commute times to Los Altos from outlying areas.

Midpen reserves the right to limit or deny off-duty employment or business ownership which creates a conflict of interest or an incompatibility with District employment. Information can be found in the Personnel Policies and Procedures Manual [Section 4.13 Off-Duty Employment and Business Ownership](#).

Midpeninsula Regional Open Space District is an Equal Opportunity Employer
Applicants with disabilities may request reasonable accommodation
by contacting the Human Resources department at
(650) 691-1200 or via email at hr@openspace.org.