



Job Description Advocacy Coordinator

Department:	Administrative
Job Status:	Part Time, 20 hours per week
FLSA Status:	Non-Exempt
Reports To:	Executive Director or Board President
Travel Required:	Less than 25%
Work Schedule:	Varies, generally 5 hours daily four days per week
Positions Supervised:	None

Overview: This position will serve as coordinator of NHPHA advocacy and policy initiatives. The Coordinator will provide oversight and management of advocacy operations, including policy communications; community engagement; strategic plan development, implementation, and evaluation. This is a 20 hour per week position with a combination of remote and in-office work.

Responsibilities:

- As advocacy and policy subject matter expert for NHPHA, coordinate NHPHA policy and advocacy activities to connect members, the public health workforce, communities, and other stakeholders on public policy issues important to NHPHA
- Design, plan and implement advocacy strategies and campaigns in line with NHPHA's overall advocacy strategy and in collaboration with NHPHA staff, Board and members
- Promote dialogue concerning public health policies, especially within the framework of the NHPHA Policy Agenda
- Identify key advocacy targets and develop policy and advocacy contacts, in collaboration with the NHPHA Public Policy Committee
- Lead NHPHA efforts to address legislative developments at the State level, and Federal level as appropriate. Duties may include:
 - monitoring and tracking policy and legislative developments related to public health issues;
 - meeting with policymakers on NHPHA's legislative agenda;
 - anticipating committee hearings;
 - coordinating legislative visits; and
 - researching policy positions from authoritative sources, drafting policy positions, analyses and advocacy letters, and developing and delivering testimony.
- Coordinate NHPHA Public Policy Committee meetings, including preparing the agenda, drafting minutes, and completing follow up activities as appropriate
- Represent NHPHA, when needed, in various networks, initiatives and events
- Contribute to NHPHA e-newsletters, social media posts, blogs and website updates related to policy and advocacy
- Assist in the development, implementation, and evaluation of NHPHA strategic plans related to advocacy activities
- Assist in writing grants and reports on NHPHA advocacy and policy activities for stakeholders and funders as needed
- Perform other job-related duties as assigned



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Education and Experience Requirements:

- Bachelor's Degree
- Two (2) years' experience working on advocacy and policy issues
- Meeting facilitation, public speaking, and program coordination
- **Preferred Qualifications include:**
 - Background a healthcare or public health related field
 - Experience with building coalitions and/or community organizing
 - Grounding in diversity, inclusion and equity principles
 - Knowledge of participatory practices and community engagement frameworks
 - Hiring preference for a person with lived experience as a member of one or more communities of concern

Required Skills, Knowledge, and Abilities:

- Knowledgeable about New Hampshire's legislative process
- Ability to exercise independent judgment within generally defined practices and policies.
- Excellent oral and written communication skills
- Excellent organizational and time management skills
- Must be computer savvy and able to navigate online meeting platforms (Zoom, WebEx, Word Press, etc.) as well as learn and adapt to new software and technologies
- Excellent presentation skills
- Knowledgeable of New Hampshire public health stakeholders
- Ability to work as part of an interdisciplinary team and maintain positive relationships with members and stakeholders
- Ability to prioritize and handle multiple projects
- Ability to accept responsibility and account for his/her actions
- Ability to perform work accurately and thoroughly
- Ability to make critical decisions to solve a problem or reach a goal while following NHPHA procedures
- Ability to organize well and follow a systematic method of performing a task
- Ability to find a solution for or to deal proactively with work-related problems
- Ability to utilize the available time to organize and complete work within given deadlines

Work Environment:

This position operates in a professional environment. This role will interact with other people and routinely need to handle several responsibilities at once. This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, fax machines.

Physical 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 accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.



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While performing the duties of this job, the employee is regularly required to see, hear and speak. A great deal of the professional day is spent walking, standing, moving, and manipulating equipment, as well as lifting and moving objects, equipment and supplies. The employee frequently is required to reach with hands and arms and perform repetitive key board motion. Specific vision abilities required include close vision, distance vision, ability to adjust focus, and peripheral vision. It is anticipated lifting 20-25 pounds in any given day will be required. Lifting up to 50 pounds may occasionally be required.

I acknowledge that I have received and reviewed my most current job description with my supervisor.

Signature: _____
Employee Name:

Date: _____

Signature: _____
Supervisor Name:

Date: _____