



POSITION DESCRIPTION

POSITION TITLE:	Public Policy Coordinator
REPORTS TO:	Director of Programs and Services
Status:	Full time, Exempt

POSITION SUMMARY

The Public Policy Coordinator is responsible for overseeing the day-to-day operations of the Chapter's Public Policy efforts. Public involves federal, state and local grassroots activities, working with and on behalf of people with Alzheimer's and their family members. This position is critical to developing chapter capacity to attain and/or exceed the Nationwide Strategic Plan goals for Public Policy and Advocacy.

ESSENTIAL JOB FUNCTIONS

- Recruit, Manage and Supervise volunteers to carry out Public Policy activities such as engaging and preparing volunteers to provide testimony, attending and speaking in legislative visits, participating in advocacy related events, and developing relationships with their assigned legislators
- Collaborate with Executive Director, Program Director and Development Director to ensure integration of chapter's programmatic and fund development efforts within the Public Policy activities.
- Provide ongoing training, information and support as needed for these teams
- Ensure that appropriate reports for all activities are made in the AIM system as required to meet strategic plan goals.
- Advance public policy goals through written and oral communication with a wide range of people (volunteers, staff, Board members, Members of Congress and Congressional staff) via in-person meetings, written correspondence, phone calls and materials development.
- Develop agendas and background materials in preparation for policy committee meetings, advocacy activities and regional engagements.
- Work closely with Regional Directors and staff to support local Advocacy events by targeted e-mailings to advocates in the Public Policy and Advocacy database.
- Plan, coordinate and implement Advocacy engagement at every *Walk to End Alzheimer's* in the chapter territory and work with Walk staff to support advocate engagement in lead-up events.
- Plan, organize and manage logistics for events such as volunteer workshops, advocacy events, and legislative engagements targeting Alzheimer's issues.
- Oversee logistics, legislative visit scheduling and invitational communications for volunteers to participate with the chapter in State Advocacy Days and National Public Policy Forum.
- Develop proficiency in the Advocacy data system both for targeted e-communications, recruitment efforts, and for managing advocacy volunteers for the chapter territory.
- Represent the interests of people with Alzheimer's in State, City or County stakeholder workgroup meetings.
- Grow the online audience of the chapter's advocacy efforts by making strategic use of the Advocacy data base e-communications, social media, and linking these efforts to the chapter policy website.

KNOWLEDGE, SKILL, AND EXPERIENCE REQUIREMENTS

- Strong written and verbal communication skills.

- Policy and advocacy experience preferred
- Ability to become proficient with Association's volunteer database
- Self directed with strong organizational and logistic skills, and the ability to multi-task.
- Strong interpersonal skills and ability to build relationships with volunteers, families, early stage individuals, and colleagues from partner organizations
- Ability to maintain confidentiality
- Ability to work in diverse communities and demonstrate inclusion
- Experience in recruiting, training and managing volunteers
- Demonstrated events planning experience
- Additional languages (especially Spanish) a plus

MINIMUM REQUIREMENTS

- Bachelors Degree
- Willingness and ability to travel to meetings and events both locally and nationally
- Strong written and verbal communication skills
- Strong interpersonal skills and ability to build professional relationships

This job profile in no way states or implies that these are the only duties to be performed. You will be required to follow any other instructions or perform any other duties as requested by your supervisors. This is not meant to be an exhaustive list of job duties and essential elements may change when necessary.

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