**Policy & Advocacy Coordinator**

**Job Level: Full-Time Staff Position**

The incumbent will function as a member of the Policy, Practice Improvement & Consulting Department and reports to the Assistant Vice President, Policy & Advocacy.

**Job Location: Washington, DC**

**Position Summary:**

The National Council’s Policy, Practice Improvement & Consulting Department advances a proactive policy agenda to strengthen the community behavioral health safety net and expand access to addiction and mental health services throughout the U.S. The Policy & Advocacy Coordinator assists in promoting an advocacy platform that resonates with the federal policy needs of National Council member organizations, while working to build grassroots engagement among member organizations.

This is a writing-intensive position requiring exceptional written communication skills in a public policy context, as well as the ability to think creatively in using a variety of written materials (such as emails, web content, social media, and more) to engage members in policy advocacy. The incumbent must have strong skills and experience in communicating complex policy ideas to a diverse array of audiences.

Responsibilities include drafting policy fact sheets, action alerts and related materials; engaging members in advocacy; tracking advocacy engagement among various National Council member constituencies; supporting the Behavioral Health and Economics Network (BHECON) along with other state-level policy priorities; assisting with the planning and coordination of the National Council’s annual Hill Day; and responding to requests from Congressional staff. This position also assists in the day-to-day operations of the Department. The Policy & Advocacy Coordinator will be responsible for performing other duties, as needed.

**Required Qualifications:**

* Masters’ Degree in health policy or public policy; OR Bachelors’ Degree with 2-4 years’ experience in health policy
* Previous experience directly supporting state and local advocates in engaging with their elected officials to advance a health care policy agenda, including fly-in/lobby day planning and coordination
* Experience drafting policy- and advocacy-focused fact sheets for legislators, legislative staff, and other policy stakeholders
* High level proficiency in Microsoft Office
* Exceptional written, oral, and interpersonal skills
* Results-oriented with a high attention to detail, ability to multi-task, and meet deadlines in a demanding, fast-paced environment
* Ability to travel up to 15%

**Preferred Qualifications:**

* Proficiency managing social media accounts to advance policy priorities
* Proficiency using a grassroots engagement platform for action alert dissemination
* Experience tracking and supporting local advocacy efforts via a grasstops, “key contacts” or similar network