



Job Title: Public Policy Officer
FLSA Status: Full Time, Exempt
Reports to: Director of Advocacy

Center for African American Health is a community-based nonprofit organization dedicated to improving the health and well-being of African Americans. The Center works toward health equity for the African American community by offering culturally competent health education and outreach that empowers community members to overcome the root causes of health problems, maximize their own individual health and access health and support services.

We are looking for detail-oriented and organized team members who excel in fast-paced nonprofit environments, are interested in working to promote community health through inquiry, innovation, and impact and in joining a well-respected, high-impact organization with a rich history of community service.

Under the supervision of the Director of Advocacy, the Public Policy Officer will be responsible for managing the development of policy programs, oversee the production of policy positions, and will ensure that the strategic objectives of the organization are fulfilled.

Primary Roles and Responsibilities

- Partner with business leaders, community organizations, thought leaders, and other external constituents to build support for our policy positions.
- Work closely with our communications team to create and execute compelling communication strategies around our policy priorities.
- Analyze various organization trends, and recognize, assess, and communicate importance policy issues to stakeholders.
- Draft policy position papers, fact sheets, articles, and blogs for internal and external audiences.
- Serve as an advocate for CAA Health on the state, regional and local levels of government through coalition work, direct advocacy, and grass roots organizing.
- Represent CAA Health on key policy forums and groups, at events and meetings.
- Ensure CAA Health's policy and public affairs work is of a high standard and in line with strategic priorities.
- Balance conflicting priorities to manage workflow, ensure the completion of essential projects, reports and meet critical deadlines.

Requirements/Qualifications

- Bachelor's degree in Public Policy, Public Administration, or a related field is required. Masters preferred.
- At least 2 years of experience working with government officials and community partners.
- Skilled at advocating policy positions before a wide variety of audiences, persuasively and diplomatically.
- Adept at building relationships at the individual level and coalitions at the organization level.
- Strong computer skills, familiarity with Office365, Word, Excel, Outlook, PowerPoint, SharePoint.

- Excellent interpersonal skills and demonstrated ability to work with persons and groups of diverse racial, ethnic, and economic backgrounds that have been traditionally excluded from community organizing or power building.
- Strong commitment to Black and African American community empowerment and interest in health/health equity.
- Excellent public speaking, presentation, analytical, written, and verbal communication skills, including the ability to translate policy and legislation into summaries understandable to the non-specialist.
- Ability to organize and maintain confidential detailed records; set and implement priorities, complete necessary paperwork, reports and meet deadlines.
- Demonstrated leadership experience including facilitation of meetings, trainings, events.
- Experience building and coordinating coalitions and or alliances.
- Ability to take initiative in working with and coordinating peer groups and committees.
- Ability to connect with diverse communities and forge strong relationships.
- Ability to analyze problems and find solutions which support and enable sound decision-making.
- A multi-tasker and team player with the ability to wear many hats with attention to detail.
- Personal qualities of integrity, credibility, and dedication to the mission of CAA Health.

Salary Range

\$55,000 - \$60,000

Additional Employee Benefits

We offer a comprehensive benefits package including health, dental, short term and long-term disability, Employee Assistance Program, Employee Wellness Allowance reimbursement, Simple IRA, and generous paid time off.

Physical Demands

The work involves normal physical activity associated with an office environment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

How to Apply

Qualified candidates are encouraged to apply. Please submit a cover letter, resume, and writing sample to the following email address and include Public Policy Officer in the subject line: careers@caahealth.org. No phone calls please. All applications must be submitted electronically. More information about Center for African American Health can be found at www.caahealth.org.

The Center for African American Health is an equal opportunity employer. We do not discriminate on the basis of race, color, religion (creed), gender or gender expression, age, national origin (ancestry), disability, marital status, military status, or sexual orientation in any of our activities or operations.