



**Community Education Group**  
**Job Posting**  
**State and Local Policy Associate**

**About the Organization:**

Founded and led since 1992 by Executive Director A. Toni Young, CEG's mission was to address the health, socio-economic, environmental, and systemic challenges facing the Black community by creating and enhancing community and peer-based outreach and service programs. CEG's mission has since evolved to encompass all underserved communities that are affected by health outcome and health access disparities, including those in rural WV. For nearly 30 years, CEG has provided culturally appropriate direct client support services, organizational TTA, capacity-building assistance, social marketing, media outreach, health promotion, and community-based research and evaluation to address pressing health needs and to create change in regard to achieving health equity.

Today, CEG is leveraging its decades of experience and expertise to adapt and implement successful intervention models on behalf of all underserved and disenfranchised communities, especially those in rural areas, burdened by poorer health outcomes and health access disparities. Alongside the launch of the Rural Health Service Providers Network (RHSPN), a subsidiary partnership with TruEvolution, CEG and RHSPN are committed to ending the HIV, Viral Hepatitis and Substance Use Disorder (SUD) syndemic throughout Appalachia.

**Position Summary:**

Reporting to the Regional and National Policy Director, the Associate of State and Local Policy is responsible for carrying out data collection activities, including attendance on calls and visits with local and state-wide coalitions in order to support CEG's and RHSPN's highest priority public policy and regulation aims. Moreover, the Associate of State and Local Policy provides support in the research, writing, and production of a variety of policy content, including letters, press releases, issue briefs, white papers, blog posts, conference abstracts, and social media collateral.

<b><u>Job Location:</u></b>	West Virginia with occasional in-state travel required
<b><u>Travel Requirements:</u></b>	Less than 40%
<b><u>Reporting Relationships:</u></b>	Regional and National Policy Director
<b><u>Supervisory Relationship:</u></b>	Interns (as needed)

**Agency-Wide Duties and Responsibilities:**

- Supports the mission, vision and values of the CEG and the RHSPN





- Complies willingly with all organizational policies and procedures
- Ensures that all internal and external engagements are equitable, inclusive, and accessible
- Supports and facilitates positive interaction with others by exhibiting:
  - Individual maturity
  - Respect for others
  - A team-centered approach
  - Cultural humility
  - Maintenance of confidential information
- Communicates appropriate information to their supervisor and other departments in a timely and effective manner.
- Attends twice weekly staff meetings (x8 per month), on time and prepared with requested materials and updates
- Attends weekly check-ins (x4 per month) with whomever is their direct supervisor
- Attends all virtual meetings of the West Virginia Statewide Stakeholder Coalition and the Rural Health Service Providers Network
- Attends annual staff retreat (x1 per year)
- Attends at least one virtual or in-person conference (x1 per year)

#### **Position-Specific Duties/Responsibilities:**

- Identify the appropriate contacts in local, state, and federal governments, agencies, and other organizations to build and maintain professional relationships
- Represent CEG/RHSPN on West Virginia policy calls as deemed fit by the Executive Director and the Regional and National Policy Director
- Develop quarterly policy/issue briefs relevant to CEG/RHSPN's current work and what will be most impactful for community members, organizations, and/or providers
- Drafts, conducts research for, and helps develop content for CEG/RHSPN one-pagers, talking points, issue briefs, related charts and visuals, infographics, and presentations to be used with selected internal or external audiences to advance CEG/RHSPN policy and/or federal relations activities.
- Assists CEG/RHSPN policy staff in the development and implementation of major new policy initiatives and planning and coordinating policy related workshops and meetings.
- Ensures social media content is timely, relevant, and that it supports the policy department's initiatives, issues, and projects.
- Works in conjunction with the Executive Director, National and Regional Policy Director, and the Deputy Director in developing the policy department's yearly goals and objectives in support of CEG/RHSPN's priorities.
- Prepares drafts and contributes to reports, white papers, letters, comments, testimony, graphics and other CEG/RHSPN documents and products.
- Attends and reports on briefings, hearings, coalition meetings, and conference calls as needed.
- Develops and maintains professional relationships with legislative staff and outside experts from academia, coalition partners, and other community-based organizations.
- Collects, aggregates, and synthesizes data across databases, information sources, survey responses, and other data sources.





- Coordinates West Virginia Statewide Stakeholder Coalition (WVSSC) and statewide advocacy events.

**Professional Qualifications:**

- Bachelor's degree or commensurate experience (additional graduate training is preferred); one to two years of relevant experience;
- One to three years of specialized, hands-on experience in using Excel, SPSS, or other analytical tools to conduct data analysis.
- Must demonstrate strong writing and editing skills and convey information on complex issues, both verbally and in writing, using data and reasoning, and possess the ability to speak in formal and informal settings.
- Demonstrate strong attention to details and data accuracy.
- Ability to perform well under pressure, be able to manage competing demands, be proactive, show resourcefulness, and adapt well to changing circumstances.
- Be a self-starter as well as a team-oriented individual with strong interpersonal skills and a positive, professional attitude.
- Be able to manage many projects, often at the same time, through their entire life cycle in collaboration with several internal and external team members.
- Possess an ability to effectively establish and maintain working relationships with peers and constituents at all levels of the association.
- Be able to communicate effectively with staff as well as CEG/RHSPN member organizations, public and elected officials, and external parties.
- Work with integrity and be reliable; look for ways to improve and monitor own work to ensure quality; meet deadlines; follow CEG/RHSPN's policies and procedures; and ensure that work responsibilities are covered when absent.
- Demonstrate knowledge and skill in a variety of computer software applications such as Microsoft 365 (Word, Excel, Access, PowerPoint, Outlook, Calendar,) content management systems, social media platforms, Affinity design software (Designer, Photo, and Publisher), and survey tools. Experience with HTML, SPSS, and use of other computing packages, such as Tableau, is preferred.
- Experience analyzing data collected through web-based systems and surveys.
- Education and/or Experience

**General Skill Requirements:**

- Excellent with self-management and communication with fellow-staff and outside coalition partners when traveling or working remotely.
- Excellent oral, written, interpersonal communication, public speaking and presentation skills
- Exemplary ability to manage multiple tasks using independent judgment and discretion
- Ability to work independently and accurately in a high-paced, deadline-oriented environment, particularly while working remotely
- Ability to work under pressure while exercising discretionary judgment; make decisions when necessary, with minimal direct supervision; work remotely without supervisory



accompaniment

- Ability to work both remotely and in an open office environment
- Ability to capture values and organizational culture in writing and other communications efforts

**Physical and Sensory Requirements:**

- Ability to read, write and converse in English
- Ability to communicate efficiently with staff, stakeholders, and vendors
- Ability to remain calm and composed under stress
- Bending, lifting, grasping, fine hand/eye coordination, pushing/pulling, and/or prolonged sitting/standing
- Ability to respond to telephones and other auditory stimulation
- Ability to organize
- Quantitative/mathematical ability (addition, subtraction, multiplication, division, standard measurements)
- Ability to evaluate/interpret information and make independent judgments/decisions

**Compensation and Benefits:**

Hourly Wages start at \$17.50. CEG offers a standard benefits package including paid time off.

**How to Apply:**

Submit a cover letter, resume and three writing samples. Incomplete submissions will not be considered. Black folks, people living with HIV, people with lived experience of substance use disorder, and LGBTQ+ people are encouraged to apply. **Initial screening will begin September 10<sup>th</sup>, 2021** and continue until the position is filled. No phone calls or emails please.

The Community Education Group is an equal opportunity employer. For more information about the Community Education Group visit [www.communityeducationgroup.org](http://www.communityeducationgroup.org).