

Pennsylvania Chapter

American Academy of Pediatrics

DEDICATED TO THE HEALTH OF ALL CHILDREN®



Position: Advocacy Coordinator

Reports to: Executive Director

Full Time: 1.0 FTE (40 hours per week) – **Exempt Position**

Location: Hybrid – 40% on-site at our Chapter Headquarter office in King of Prussia, PA; 60% telecommute from home permitted (PA, NJ or DE residence required)

General Overview:

The Advocacy Coordinator is responsible for leading and executing PA AAP's policy agenda and advocacy efforts. The ideal candidate is a highly motivated self-starter, is highly organized and a strong writer, creative thinker, and is highly detail-oriented and thrives in a mission-driven environment. Proficiency in MS Office is essential. As multiple campaigns/projects may be assigned, the coordinator must be flexible, able to effectively multi-task, and work well independently and as part of a team.

This is currently a full-time (1.0 FTE/40 hours/week) exempt position. Following the probationary period, this will be a hybrid work arrangement with 40% on-site at our Chapter headquarter office in King of Prussia, PA, and 60% remote from home permitted.

Key Responsibilities Include:

- Create/assist in the development and implementation of advocacy campaigns, at both the state and federal level, that promote the organization's mission, goals, and policy objectives.
- Conduct research to support advocacy agenda, track and analyze policy related to child health and the practice of pediatrics and provide summaries to chapter leadership.
- Prepare, edit, and disseminate digestible policy summaries, infographics, and other communications.
- Coordinate advocacy initiatives, including management of the Chapter's Advocacy Action Center, letter-writing campaigns, drafting policy talking points for legislative visits, letters to the editor and drafting remarks for legislative testimony or committee meetings.
- Recruit, train and build/maintain relationships with PA AAP advocates and members along with community partners to advance the organization's advocacy priorities.
- Facilitate connections between PA AAP Advocates and elected officials.
- Coordinates annual state-wide advocacy day and updates to PA AAP's Blueprint for Children.
- Work with Chapter lobbyists, advocates and advocacy partners to quickly mobilize advocates around emerging policy issues and legislative developments.
- Develop high-impact member communications relate to PA AAP's advocacy and policy efforts.
- Provide staff support to PA AAP's issue-oriented committees, shepherding goals related to policy, resource-development, education and coalition-building.
- Coordinate with partner organizations, coalitions, and community groups to amplify advocacy efforts and share resources.
- Develop and maintain positive relationships with policymakers and other stakeholders.

- Represent the organization at key events, on coalitions, etc., as needed, promoting the organization's positions and building relationships.
- Plan and coordinate other special projects as assigned.

Qualifications:

- Undergraduate degree in public policy/public health, social science or related field plus two or more years of relevant experience
- Proficient skills using standard office equipment and MS Office programs/software
- Experience with web editing software and content management systems (e.g., Wix, WordPress, etc.) and virtual meeting platforms
- Excellent organizational, time management, and critical thinking skills required, including strong writing and proofreading skills
- Must be detail-oriented, able to handle a heavy workload, work both independently and as part of a team, think creatively, coordinate multiple projects simultaneously, and collaborate effectively with various internal and external constituents
- Excellent interpersonal, oral and written communication skills to interact effectively and diplomatically
- Must be a confident communicator and presenter
- Ability to work occasional weekends and regular evenings for meetings and events
- Valid driver's license, proof of auto insurance and access to a reliable vehicle is required for travel in Pennsylvania.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The PA Chapter, American Academy of Pediatrics reserves the right to change, modify, suspend, delete, or depart from any and/or all parts of this position description, at any time. Nothing in this position description is intended to limit the Agency's rights in any manner. **Interested candidates may send a cover letter and resume to Annette Myarick, Executive Director at amyarick@paaap.org.**

The PA Chapter of the American Academy of Pediatrics is an Equal Opportunity Employer and is committed to fostering a workplace where all employees feel valued and respected.

Interested applicants are encouraged to submit a letter of interest and resume of education and work experience to Annette Myarick, Executive Director at amyarick@paaap.org.