

CENTER FOR HEALTH AND GENDER EQUITY

Job Announcement

December 2011

TITLE: Senior Public Policy Associate
REPORTS TO: Vice President
CLASSIFICATION: Exempt/Salaried

MISSION:

To ensure that U.S. international policies and programs promote the sexual and reproductive health of women and girls within a human rights framework.

PHILOSOPHY:

CHANGE believes that every individual has the right to basic information, technologies, and services needed to enjoy a healthy and safe sexual and reproductive life free from coercion and preventable illness. CHANGE envisions a world where sexual and reproductive health and rights are universally recognized and sexual and reproductive health care is accessible and available to all.

POSITION SUMMARY:

The Senior Public Policy Associate serves as a key member of CHANGE's staff, tracking political trends in U.S. international policy and funding on sexual and reproductive health and rights (SRHR), and working closely with CHANGE staff in planning, implementing and evaluating education and advocacy efforts with U.S. policy makers in Congress, the Administration, and the general public.

PRIMARY RESPONSIBILITIES:

- Work closely with the Vice President and key staff to advise on, implement, and evaluate objectives and strategies for CHANGE education and advocacy efforts with U.S. policy makers.
- Conduct ongoing sharp analysis of political environment on SRHR, and analysis of key legislative and policy documents and statements related to U.S. global HIV/AIDS initiatives, reproductive health (including family planning and maternal health), abortion, gender based violence, UNFPA or other related institutions, such as the Global Fund and UNAIDS.
- Track relevant appropriations and authorization hearings, advocate on current or proposed legislation and amendments, create new legislative vehicles, and communicate with Congressional staff.
- Work closely with Communications Director to create fact sheets, background memos, and policy briefs as needed; write updates on public policy for CHANGE e-newsletter.
- Cultivate, maintain relationships with and represent CHANGE among critical House and Senate offices, particularly the House Committee on Foreign Affairs, Appropriations Committees, Senate Committees and others as relevant, in addition to Administration agencies including State Department, USAID and relevant White House offices.

- Participate in coalitions on behalf of CHANGE and work with various organizations and key CHANGE staff on advocacy strategies, including writing letters to the executive and legislative branches, informing action alerts and conducting Hill outreach.
- Keep CHANGE staff informed about developments in U.S. funding, legislation, policies and programs related to sexual and reproductive health, HIV/AIDS and women's rights and make recommendations for research, outreach and advocacy.
- Host international delegations of advocates to Washington, D.C., including organizing and coordinating substantive portions of their itineraries such as meetings with Congressional and Administration offices.
- Contribute to CHANGE advocacy agenda through advising on and conducting workshop sessions for trainings on public policy, organizing advocacy days, and planning Congressional briefings and other public events.
- Monitor U.S. laws on lobbying for non-profit organizations; manage CHANGE lobby tracking system and ensure all staff adhere to CHANGE internal lobby tracking procedures.
- Supervise interns and guide program assistant on specific projects and initiatives.

POSITION REQUIREMENTS:

- Demonstrated track record of keen interest in and understanding of U.S. legislative process and Executive branch policy making.
- Outstanding oral and written communication skills and ability to write policy documents and analysis for a general audience.
- Demonstrated and strong skills in research, analysis, and independent thinking.
- Demonstrated ability to organize work, set priorities, manage competing demands and maintain a positive attitude.
- Broad working knowledge of and commitment to women's rights, sexual and reproductive health and rights, social justice, HIV/AIDS, non-discrimination and human rights.
- CHANGE values and expects all employees to engage with internal and external stakeholders with a commitment to customer service, respect, active engagement, leadership and collaboration.

EDUCATION/EXPERIENCE:

- A law degree and/or master's degree in public health/public policy, with 3-5 years experience in public policy analysis, with an emphasis on public health issues and policies.
- Experience working effectively with legislators and administration officials strongly desired.

TRAVEL/WORK ENVIRONMENT:

- **Base:** CHANGE Headquarters – Downtown Washington, D.C.
- **Travel:** Position involves some travel, rarely more than 10% of FTE.
- **Work Environment:** CHANGE offers employees the opportunity to apply their skills and abilities in a fast-paced, supportive work environment. All employees are expected to be self-directed and have the ability to work productively as part of small teams and across departments.

SALARY & BENEFITS:

All salaries are competitive with industry and geographic standards. Actual salary will be commensurate with relevant work experience, demonstrated track record and salary history.

Salary: Salary starts at \$60,000

Benefits: CHANGE offers an exceptional benefits package.

How to apply: Please send a cover letter including a summary of relevant past experience and qualifications for and interest in this position, current résumé, two analytical writing samples and three references. **No phone calls please!**

Send application materials to:

Human Resources

Center for Health and Gender Equity

1317 F Street, NW, Suite 400

Washington, D.C. 20004

Email applications can be sent to **careers@genderhealth.org** (Please put “Senior Public Policy Associate” in subject line.).

The Center for Health and Gender Equity is an equal opportunity employer.

To learn more about CHANGE, please visit www.genderhealth.org.