



(Immediate Announcement)

Job Opening

Job Title: Coordinator of Policy

Report to: Chief Executive Officer

Hours: Full-time - 35 hours

Start Date: July 1, 2013

FLSA Status: EXEMPT

Job Description: The Coordinator of Policy will provide leadership and direction to the agencies health policy work and manage the Coalition to Eliminate Health Disparities/AIDS Leadership Coalition and Long Island Association of HIV Over Fifty (LIAHOF) Coalition. The Coordinator of Policy will work with the Chief Executive Officer to set priorities, develop position papers, identify and assess emerging issues in healthcare policy, accessibility and delivery of services. The Coordinator of Policy is directly involved with assessing policy and programmatic options. The Coordinator of Policy is the principal advocate for health policy issues.

Responsibilities:

- Conduct monthly Health Disparities/AIDS Leadership Coalition/LIAHOF meetings and activities
- Provide technical assistance to hospitals and CBO's
- Disseminate information and respond to public issues
- Develop and disseminate quarterly Policy Newsletter
- Disseminate legislative updates
- Provide policy information to HIV/AIDS Planning Bodies
- Provide staff support to LIAHOF Coalition
- Provide contract deliverables
- Identify and assess new grant opportunities for community health partnerships
- Duties assigned

Minimum Qualifications:

Candidate must demonstrate in depth knowledge of health policy issues and experience working at a senior level to affect policy at the state and local levels. Candidate must possess excellent writing and analytical skills, experience developing and analyzing policy and programmatic options and a demonstrated capacity to work with policymakers and non-profits. Candidate must also demonstrate the ability to think strategically about opportunities to affect policy and to work collaboratively with other stakeholders. Candidate should have five years of relevant experience and at least a Bachelors degree or a Graduate degree, MPH, MSW, MBA, MA or higher in lieu of experience; Bi-lingual (Spanish) a plus.

Location: Nassau and Suffolk Counties

Compensation: \$30,000 - \$35,000 annually, 35 hours per week

**Must have valid New York State Driver's License
Must have own car and insurance**

**Send Resume to:
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