



Job Title	Public Policy Associate
Reports To	Senior Director of Public Policy

Job Purpose

The Public Policy Associate reports to the Senior Director of Public Policy and works closely with the Public Policy Team to support and manage MHAMD’s public policy agenda, conduct research and analysis, and assist with advocacy efforts.

Duties and Responsibilities

- Manage operational activities during Maryland legislative session, including bill tracking, attending and reporting on briefings and hearings, drafting and emailing action alerts, developing social media content, and coordinating written and oral testimony
- Provide staff support to MHAMD committees, coalitions and workgroups
- Conduct policy research and analysis in furtherance of MHAMD public policy agenda
- Prepare testimony, policy positions, correspondence, one-pagers, talking points, infographics, fact sheets, web content and other written materials as needed
- Coordinate efforts to facilitate and increase citizen action through legislative network, rallies and public events, social media and other community engagement strategies
- Represent MHAMD before the Maryland General Assembly, and serve on key coalitions, various external committees and workgroups as assigned
- Manage and implement public policy issues and initiatives as directed
- Perform other policy- and advocacy-related tasks and administrative duties as identified

Qualifications

- Bachelor’s degree
- Expertise in policy analysis; knowledge of health care policy and mental health issues preferred
- Familiarity with Maryland legislative and political processes
- Strong organizational skills, ability to work independently and manage multiple projects simultaneously, and flexibility in responding to frequently changing environment and needs
- Belief in citizen action and consumer involvement in public policy
- Commitment to the infusion of racial equity and social justice principles into all areas of work
- Strong oral and written communication skills
- Ability to work extended hours, including weekend work as necessary, particularly during the state legislative session
- Reliable transportation for business use, and willingness and ability to travel as needed
- Commitment to advancing MHAMD values, mission and goals

Position Classification

Full time, exempt

General Conditions

- Monday through Friday 8:30am to 5pm
- Prolonged periods sitting at a desk and working on a computer
- Standing for long periods of time
- Evening and weekend work will be required
- Mileage reimbursement
- Reliable transportation
- Must be able to lift-up to 25 pounds at times

Travel Requirement

Ability to travel throughout the State of Maryland and attend out of state conferences as necessary

Flexible Work Arrangement

Position is FWA eligible

Location

State of Maryland