ALASKA NATIVE HEALTH BOARD

POLICY COORDINATOR POSITION DESCRIPTION

Summary:

The Alaska Native Health Board (ANHB) is seeking a motivated individual to work with the ANHB team. The **Policy Coordinator** has responsibility to provide advocacy and policy analysis support for ANHB priorities, Tribal affairs and related functions to support ANHB's mission and vision. This position will report to the Chief Financial Officer.

Pay range: $67,000 + DOE (Depending on Experience)

Essential Functions:

1. Coordination of Advocacy and Tribal Health Policy:
   - Coordinate on-going policy work efforts and communication tasks.
   - Coordinate the efforts, planning and implementation, with leadership guidance, of ANHB's state and federal legislative strategy.
   - Assist with planning, development, implementation of events, meetings, and activities.
   - Support the coordination of weekly, monthly, and quarterly meetings.
   - Support scheduling legislative visits with key lawmakers.
   - Coordinate efforts to develop briefing materials, talking points or announcements.
   - Coordinate and assist in preparation of member testimony, legislative visits, and committee/workgroup meetings.

2. Assistance with Technical Work:
   - Assist in developing and maintaining policy documents and related summaries.
   - Support efforts to prepare written reports and review of Tribal health-related policies, legislation, regulations, etc. for the development of positions on Tribal and rural health topics for distribution to ANHB members.
   - Provide support in monitoring, reviewing and tracking new and emerging opportunities for advocacy and issues that may impact Tribal health.
   - Prepares and formats legislative alerts and bi-weekly newsletter updates.
   - Updates information on advocacy and policy on the ANHB's website.
   - Reviews and find materials pertaining to Tribal health care issues.
   - Tracks legislative and policy information.
   - Assists and drafts in collaboration with other ANHB staff and subject matter experts with written comment letters, white papers, and other documents in response to key issues.
   - Participates in committees and meetings and provides staff support (i.e. note taking) as assigned.
   - Collects information on content and process of legislation and requirements of key programs major health initiatives of interest to constituency.

3. Communication, Teamwork and Partner Relations:
   - Assist with building and maintaining relationships with partners and stakeholders.
   - Serve as the communicator for administrative and legislative updates.
   - Maintain committee contact lists and support sharing of information.
   - Work with staff, policy experts, consultants, and external partners to identify policy priorities and assemble efforts to draft position papers, letters and communications, including but not limited to talking points, testimony, training materials, presentations, and other related documents.
   - Upholds a work environment that promotes teamwork, partnership, mutual respect and communication.

4. Consistently Exhibits Professional Behavior as a standard of conduct in fulfilling the role of the position.
   - Works collaboratively to create an organization that is proactive, and able to process decisions, authorizations, transactions, and services effectively, efficiently and consistently.
   - Assists with special projects as assigned by the President/CEO.
   - Works in a cooperative and professional manner with all ANHB staff and member representatives. Maintains confidential information.
   - Treats Board members/alternates as sovereign dignitaries, with dignity and respect, and is considerate by using their time wisely and communicating effectively.
   - Abides by the ANHB policies, procedures, and structure.
   - Interacts with outside agencies in a business manner and informs the President/CEO of unresolved issues.

Qualifications:

Required:

- Experience working with or for a Tribal organization is highly desirable.
- Willingness to learn about and analyze new and/or complex Tribal health related issues.
- Some experience in research, writing and policy analysis is a plus, particularly in the preparation of written analyses of policies, legislation, etc.
- Demonstrated ability to communicate with a broad range of stakeholders.
- Ability to work effectively and foster relationships with staff and partners in a member-orientated collaborative environment.
- Ability to complete projects efficiently and independently with minimal supervision, including managing multiple, simultaneous, and complex tasks.
- Ability to work long hours during legislative sessions and occasional overnight travel as needed.

Preferred:

- Good presentation and public speaking skills.
- Passion for health policy issues.
- Existing relationships with Alaska legislators and key stakeholders.
- Knowledge of key state and federal health policy issues.
- Familiarity with federal legislative and budget functions and processes.
- Experience researching, analyzing, and debriefing complex issues.
- Proficient in the Microsoft Office 365 Suite (Outlook, Word, Excel, PowerPoint, SharePoint, OneDrive, Teams, etc.).

Work Environment and Physical Requirements

- The work of this position is primarily performed in an office building environment with temperature fluctuations.
- While performing the duties of this job, the employee will regularly be required to understand and be understood by utilizing one or more of the following (speech, hearing, seeing, writing), to get oneself or objects from point A to point B and use a computer and telephone.
- The position may require sitting or standing for prolonged periods of time at a desk, in meetings, or during travel for work.
- Require the ability to travel to fulfill the duties of the role including air and road travel.
- Occasionally required to lift, carry, or move meeting equipment, tables, chairs, materials, luggage, etc. up to 25 pounds.

Notes:

Jobs are dynamic, and assignments/priorities may change at any time without notice. It is not intended or implied to be an employment contract but is a communication tool to explain the responsibilities, advertise the job, and identify performance measures and potential training needs. This description does not imply or create a contractual relationship. ANHB is an at-will employer.

Application Guidelines

Interested, qualified applicants may send their cover letter and resume to:
Alaska Native Health Board, jobs@anhb.org
Interviews will be conducted with qualified candidates. The position is open until filled.