



Community Education Group
Job Posting
REGIONAL AND NATIONAL POLICY DIRECTOR

About the Organization:

Founded and led since 1992 by Executive Director A. Toni Young, CEG's mission was to address the health, socio-economic, environmental, and systemic challenges facing the Black community by creating and enhancing community and peer-based outreach and service programs. CEG's mission has since evolved to encompass all underserved communities that are affected by health outcome and health access disparities, including those in rural WV. For nearly 30 years, CEG has provided culturally appropriate direct client support services, organizational TTA, capacity-building assistance, social marketing, media outreach, health promotion, and community-based research and evaluation to address pressing health needs and to create change in regard to achieving health equity.

Today, CEG is leveraging its decades of experience and expertise to adapt and implement successful intervention models on behalf of all underserved and disenfranchised communities, especially those in rural areas, burdened by poorer health outcomes and health access disparities. Alongside the launch of the Rural Health Service Providers Network (RHSPN), a subsidiary partnership with TruEvolution, CEG and RHSPN are committed to ending the HIV, Viral Hepatitis and Substance Use Disorder (SUD) syndemic throughout Appalachia.

Position Summary:

The HIV, Hepatitis C and SUD syndemic is one of the most impactful drivers of new HIV and viral hepatitis infections in the United States, particularly rural regions of Appalachia and nearby states. The position of Regional and National Policy Director will substantially increase the influence of CEG and RHSPN on State and Federal policies, regulations and funding to directly address the syndemic and its social and structural drivers. These drivers, that form the basis for a syndemic vulnerability index, include:

- adverse childhood experiences (ACEs);
- intergenerational poverty;
- poor wage and employment opportunities;
- minimal or reduced access to quality health care;
- lack of transportation to employment and social and medical services;
- reduced access to broadband and high-speed mobile phone data to boost employment and expand health care; and
- laws and regulations that prohibit or diminish the quality and availability of harm reduction services.

The Regional and National Policy Director will work in close conjunction with the Executive Director, Deputy Director, and the RHSPN Membership Senior Manager to build and participate in coalitions to influence regional and federal policies and programs with the potential to ameliorate syndemic vulnerability conditions. This will include virtual and in-person visits with key members of Congress, Senators, and administrators for key agencies including the





Department of Health and Human Services and its subsidiary agencies (e.g., NIH, CDC, etc.), the Department of Agriculture, the Department of Transportation and the National Telecommunications and Information Administration, among others.

<u>Job Location:</u>	Washington, D.C., West Virginia, Virginia or Maryland – within reasonable driving distance for face-to-face meetings with key members of Congress and Federal Agencies.
<u>Travel Requirements:</u>	Semi-frequent travel to Capitol Hill and Federal Agency Headquarters, coalition meetings and the CEG office.
<u>Reporting Relationship:</u>	Executive Director
<u>Supervisory Relationship:</u>	State and Local Policy Senior Manager, Program Associates, interns and volunteers

Agency-Wide Duties and Responsibilities:

- Supports the mission, vision and values of the CEG and the RHSPN
- Complies willingly with all organizational policies and procedures
- Supports and facilitates positive interaction with others by exhibiting:
 - Individual maturity
 - Respect for others
 - A team-centered approach
 - Cultural humility
 - Maintenance of confidential information
- Communicates appropriate information to their supervisor and other departments in a timely and effective manner.
- Attends twice weekly staff meetings (x8 per month), on time and prepared with requested materials and updates
- Attends weekly check-ins (x4 per month) with whomever is their direct supervisor
- Attends all virtual meetings of the West Virginia Statewide Stakeholder Coalition and the Rural Health Service Providers Network
- Attends annual staff retreat (x1 per year)
- Attends at least one virtual or in-person conference (x1 per year)

Position-Specific Duties/Responsibilities:

- **Strategy and Leadership**
 - Provide strategic vision and direction for building CEG’s and RHSPN’s organizing strategies,
 - Identify and manage campaigns aligned with CEG’s and RHSPN’s mission, vision, and values
 - Integrate community organizing with long-term, sustainable community-driven





- policy change efforts and integrate policy research and advocacy with grassroots organizing
- Work with the development team to research, solicit, and develop proposals; and submit reports
- Work with CEG's and RHSPN's leadership team and staff and community leaders to identify
- emerging issues, strategies and campaigns that are responsive to both community needs and organizational priorities

- **Policy Analysis & Research**
 - Conduct legislative and policy analysis and research on issues that impact the HIV, Viral Hepatitis and Substance Abuse Disorder (SUD) syndemic
 - Track all relevant state and federal legislation and other policy developments related to the syndemic
 - Translate complex policy issues into relevant, actionable messages
 - Develop white papers, statements, policy briefs, fact sheets, talking points and other policy leadership material laying out CEG and RHSPN policy positions
 - Inform CEG staff of trends and impacts of current and potential policy and legislative happenings
 - Serve as subject matter expert on all syndemic and rural policy matters

- **Policy & Advocacy Planning and Implementation**
 - Build annual policy, legislative and advocacy strategy for CEG and RHSPN and provide strategic oversight for execution of strategies
 - Regularly advise, consult, and inform policy makers (in DC and local jurisdictions) and CEG staff regarding issues affecting the syndemic and rural health care
 - Work with national and local partners to advance CEG and RHSPN policy priorities
 - Develop and strengthen relationships with elected officials, partners, and influencers through meetings and coalition participation
 - Represent CEG and RHSPN in policy coalitions and at public events to provide a face through
 - formal presentations, interviews and relationship management (as related to public policy)
 - Prepare CEG staff and constituents for meetings with elected officials and other policy stakeholders

- **Mobilization Planning & Implementation**
 - Manage direct reports and team members to develop national and local campaign strategies with partners and local RHSPN member chapters
 - Manage community engagement programs including listening sessions, advocacy training programs, educational policy-related events, mobilization engagement events, etc.
 - Identify challenges and opportunities in local communities and translate them into national policy priorities and strategies



- Support staff in event planning related to mobilization activities
- **Policy Communications**
 - Work with CEG's communication team to develop and implement annual
 - communication strategies, advocacy campaigns, and messages related to CEGs and RHSPN's
 - policy and advocacy priorities
 - Develop and disseminate relevant information to national and local partners, policy makers, the media and communities
 - Draft op-eds and articles on policy and advocacy topics
 - Lead writing and copy-editing fact sheets, action toolkits, and web and social media content

Professional Qualifications:

- Minimum 8 years of advocacy and public policy experience in either HIV, Viral Hepatitis, Substance Use Disorder (SUD), rural health or a combination thereof.
- Minimum of 4 years of experience organizing or supporting coalitions
- Minimum 4 years of experience development press releases, statements, issue-based articles and white papers, speaking points and other writing for health and health-policy issues.
- Minimum of 4 years of experience managing staff and projects
- Existing relationships with key legislators and/or federal agency employees
- Bachelor's degree or higher in a public policy, public health, communications or related field preferred, but a combination of education and experience will be considered
- Demonstrated experience with relationship management, tracking of legislation and the ability to be responsive to the rapidly changing dynamics that frequently accompanies public policy efforts.
- Demonstrated knowledge and expertise regarding HIV, Viral Hepatitis and harm reduction approaches to Substance Use Disorder (SUD) as they influence health policy at a local and national level
- Excellent written and oral communications skills; proven ability to translate technical content into compelling materials for advocacy and policy audiences
- Excellent time management skills with the ability to manage multiple projects in a fast-paced, deadline-driven team environment
- Ability to take initiative, think logically and demonstrate problem solving skills
- Project management skills including research, planning and execution of special projects
- Experience leading and coaching cross-functional teams
- Ability to thrive and problem-solve in an agency that is transforming and continually responding to, and evolving with, social turmoil, breaking news, political change
- Ability to meet tight deadlines and work on multiple projects simultaneously with high attention to detail and follow through
- Familiarity with legislative and project tracking applications and services, including FiscalNote, CQ, Voter Voice, and ClickUp





- Strong proficiency with Microsoft Outlook, Microsoft Word, Microsoft Excel, Microsoft Powerpoint and virtual meeting platforms such as Zoom.

General Skill Requirements:

- Excellent with self-management and communication with fellow-staff and outside coalition partners when traveling or working remotely.
- Excellent oral, written, interpersonal communication, public speaking and presentation skills
- Exemplary ability to manage multiple tasks using independent judgment and discretion
- Ability to work independently and accurately in a high-paced, deadline-oriented environment, particularly while working remotely
- Ability to work under pressure while exercising discretionary judgment; make decisions when necessary with minimal direct supervision; work remotely without supervisory accompaniment
- Ability to work both remotely and in an open office environment
- Ability to capture values and organizational culture in writing and other communications efforts

Physical and Sensory Requirements:

- Ability to read, write and converse in English
- Ability to communicate efficiently with staff, stakeholders, and vendors
- Ability to remain calm and composed under stress
- Bending, lifting, grasping, fine hand/eye coordination, pushing/pulling, and/or prolonged sitting/standing
- Ability to respond to telephones and other auditory stimulation
- Ability to organize
- Quantitative/mathematical ability (addition, subtraction, multiplication, division, standard measurements)
- Ability to evaluate/interpret information and make independent judgments/decisions

Compensation and Benefits:

Salary is competitive, benchmarked against similar positions at organizations of comparable size, complexity and geographic location. CEG offers a standard benefits package including paid time off.

How to Apply:

[TO APPLY CLICK HERE](#). Submit a cover letter, resume and three writing samples. Incomplete submissions will not be considered. Black folks; people residing in or with a history of work in rural areas; people living with HIV, people with lived experience of substance use disorder, and LGBTQ+ people are encouraged to apply. **Initial screening will begin July 19th, 2021** and continue until the position is filled. No phone calls or emails please.





Community Education Group

The Community Education Group is an equal opportunity employer. For more information about the Community Education Group visit www.communityeducationgroup.org.

