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| Job title | <i>Health Policy and Advocacy Manager</i> |
| Hours | <i>Full-time</i> |
| Location | <i>Remote, with some amount of in-person meetings and events (Due to nature of this position's duties, candidates currently based in Washington, DC metropolitan area are strongly preferred)</i> |
| Application Deadline | <i>Applications will be accepted on a rolling basis. Qualified applicants are encouraged to apply early to secure an opportunity for being interviewed.</i> |

American Muslim Health Professionals (AMHP) is a national non-profit organization focused on with the core mission to improve health and wellness of all Americans, and a working principle to collaborate with other organizations to optimize impact. Through its active, intersecting programming within the areas of Health Policy and Advocacy, Mental Health, and Professional Development, AMHP is a leader in connecting Muslim health professionals and communities across the country. Some of AMHP's work includes coordinating Mental Health First Aid trainings, advocating for policies and raising awareness among community stakeholders and the public at large on health issues facing the nation, *and* the Muslim community.

Position Description

American Muslim Health Professionals is seeking a highly motivated Health Policy and Advocacy Manager who will be an integral part of AMHP's growing policy and advocacy work. The manager will play a key role in policy analysis, health issue tracking, outreach to advance AMHP's policy agenda while also building the advocacy capacity of AMHP programs. The manager will also coordinate and meet with major partners and congressional offices to advocate for policies that advance health equity for all Americans. This position is funded by AMHP, the Islamic Food and Nutrition Council of America (IFANCA), and Islamic Relief (IRUSA).

American Muslim Health Professionals is an equal opportunity employer. We especially encourage all those with lived experience navigating public health inequities to apply for this position.

Essential Functions - Advocacy:

- Develop & Execute advocacy strategies:
 - Research/track congressional legislation relevant to health policy priorities within the Presidential Administration and federal government agencies
 - Maintain a contact list of key stakeholders in both Congress, Executive Agencies, and research institutions
 - Actively partake in national and regional coalitions with similar goals
 - Draft letters/memos on legislative developments
 - Develop action alerts on priority legislation to mobilize community engagement
 - Coordinate and Meet in-person/virtually with Congressional Offices, stakeholders from partner organizations, and other stakeholders
 - Report related key performance indicators and success metrics monthly

Essential Functions - Outreach:

- Build relevant relationships to actualize policy priorities and expand outreach & collaborations:
 - Develop and maintain working relationships with organizations working in a similar space
 - Lead working group organizations with similar advocacy focus and priorities
 - Represent AMHP at convenings and events as needed

Essential Functions - Communications:

- Establish a joint messaging strategy policy priorities through:
 - Writing and publishing Op-Eds, press releases, policy statements, and policy briefs
 - Developing educational materials (i.e. infographics, toolkits, etc)
 - Creating communication campaigns around health policy issues
 - Coordinating with AMHP Marketing and Communications Coordinator to ensure timely dissemination of relevant advocacy news to AMHP social media followers

Essential Functions - Event Planning:

- Coordinate events, webinars, conferences, roundtable discussions, and more in order to raise awareness on policy focus areas
 - Develop an operational plan for various events with staff and board members
 - Secure potential speakers or partners
 - Develop and execute event evaluation/ follow-up strategy

Qualifications

- A bachelor's degree in political science, public health, journalism, public relations, or another related field is required. A graduate degree in a related field is desirable but not required.
- Minimum of 3-5 years experience in public health, public policy, non-profit management, advocacy, and/or communications required.
- Must be located in the Washington, DC Metropolitan area by the start date of this position. As stated above, due to the responsibilities associated with this position, candidates already based in the Washington, DC metropolitan area are strongly preferred.
- Must demonstrate a strong commitment to advancing equity in public health, as well as advocating for policies that uplift minority and underserved communities across the United States.
- Demonstrate excellent oral and written communication skills.
- Strong understanding of the legislative process required, with experience in Congressional, organizing, and/or lobbying experience at the state or federal level a plus.
- Strong creative, strategic, analytical, project management, and time management skills. Must be able to perform tasks with minimal supervision.
- Prior experience drafting social media posts, blogs, and newsletters is required.
- Leadership and management experience in a non-profit organization and familiarity with the health industry is an asset.

How to Apply

Please submit a resume, cover letter, and references to Niloofar Asgari at operations@amhp.us.

We apologize in advance and may be unable to respond to all applications; only candidates who meet minimum requirements will be contacted.