



Position: Manager, Public Policy & Advocacy
Status: 100% Full-Time, Regular, Exempt
Probation: 180 Days

Salary: D.O.E.
Benefits: Employer Paid

The AMAAD (*Arming Minorities Against Addiction & Disease*) Institute is seeking to hire a **Manager of Public Policy and Advocacy**. The position will be responsible for implementing a public policy strategy designed to achieve the organization's advocacy goals including public education, direct lobbying of elected officials, and community organizing. While the position will interface with and across a broad spectrum of the community stakeholders, the Manager of Public Policy and Advocacy will especially highlight the needs of the AMAAD Institute's priority population, which is Black and Brown LGBTQ young adults who are at-risk or affected by substance use disorder (SUD) and/or HIV/AIDS, especially individuals who reside and/or socialize in or around South Los Angeles, Inglewood, Compton, and North Long Beach.

Responsibilities:

- Develop strong relationships and work collaboratively with network of local organizations, especially those with peer-based components that address issues such as: Recovery from substance use and mental health disorders; Health & Wellness, including HIV & STDs; Criminal justice/ Reentry Population; Tobacco Use, and other intersectional issues.
- Manages programs and events to engage, motivate, and educate activists and community supporters. Ensure successful tracking and utilization of supporter data.
- Network and develop relationships with key city, state and community leaders, health and human service providers, government officials, advocacy partners and other stakeholders.
- Develop and foster partnerships with governmental and non-governmental organizations with similar goals to amplify AMAAD's voice to advance our mission.
- Seek opportunities to elevate AMAAD Institute programs and services as well as other key staff and volunteers.

Qualifications:

- Minimum Bachelor's Degree, and preferably a Master's Degree in Policy, Public Administration or Government; 3-5 years of experience working in public policy and advocacy.
- Exposure to working with Los Angeles County Board of Supervisors, local city council, state legislatures, and state government agencies.
- Excellent communication skills, including written and public speaking.
- Experience with on-camera interviews.
- Accomplishments in government relations and/or policy at the state level.
- Proven record developing and implementing, regional, state and legislative initiatives.
- Ability to develop collaborative arrangements and strategic partnerships.
- Self-starter, able to work interdependently to accomplish goals and outcomes.
- Facility to lead, direct and motivate staff and volunteers.
- Demonstrated success in developing and communicating a tactical plan to key stakeholders.
- Resourceful with strong research skills.
- Strong interpersonal skills, including the ability to marshal the human resources necessary to achieve desired outcomes.
- Requires valid driver's license and a reliable and flexible means of transportation.

Attributes:

- Guided by a clear set of Core Values and Behaviors - Humble, Hungry, Mission Driven and People Smart, you will join an impressive group of individuals and contribute your diverse set of experiences, skills and characteristics to the organization
- Accepts guidance and responds well to feedback
- Displays maturity, good judgment, enthusiasm and personal motivation
- Strong interpersonal skills including the ability to anticipate workload and effectively cultivate and leverage relationships with colleagues to meet deadlines
- Collaborative entrepreneurial spirit, ability to multi-task and prioritize concurrent projects and day-to-day tasks within a high production and fast-paced environment.

Submit Cover Letter and Resume to:

job@amaad.org