



**Position Description**  
**Policy and Government Affairs Manager**  
**#24-0001**

**Who are we?**

The Association of Maternal & Child Health Programs (AMCHP) is a national resource, partner and advocate for state public health leaders and others working to improve the health of women, mothers, fathers, parents, children, youth, and all families, including LGBTQIA+ and individuals with special health care needs. AMCHP leads and supports programs nationally to protect and promote optimal maternal and child health while lifting social determinants of health and addressing systemic and structural health equity issues.

AMCHP's vision centers the core values of health equity, social justice, inclusion, and collaboration with the families and communities we and our members serve. We lead and partner with diverse stakeholders to build member capacity to implement public health systems and practices that are centered in equity, informed by evidence, and reflect authentic partnership with the individuals, families, and communities most affected by those systems and practices. We envision a nation that values and invests in the unfettered health and well-being of all women, children, youth, families, and communities so that they may thrive.

**About the position:**

The person hired in this position is a member of AMCHP's Policy Team and contributes to the advancement of MCH by working on initiatives that support AMCHP's legislative agenda and transformation and strengthening of the health care system to better meet the health care needs of women, children, and adolescents, including CYSHCN. The position reports to the Chief of Policy and Government Affairs.

**What you'll get to do:**

Assist as a member of the Policy team in carrying out the following activities:

- Track, analyze, and report on federal and state legislation relevant to MCH populations;
- Assist with lobbying Members of Congress and the Administration on the Title V MCH block grant and other maternal and child health programs;
- Communicate pertinent issues to AMCHP members (via newsletter, email, webinars, issue briefs, etc.);
- Represent AMCHP at national meetings, task forces, work groups, and other coalition meetings;
- Make public presentations on behalf of AMCHP;
- Plan and coordinate meetings, exhibitions, national webinars, and conference calls;
- Assist in planning, implementing, monitoring, and evaluating grant activities and deliverables;
- Support implementation of AMCHP's strategic plan through alignment of projects and activities with strategic goals and cross-cutting organizational initiatives, and promotion of continuous quality improvement on organizational performance measures related to the position's scope of work;
- Maintain and update content on the AMCHP website and intranet;
- Other duties as assigned.

**You'll bring these qualifications:**

**Skills and Abilities**

Demonstrated policy development, implementation, and evaluation skills; strong verbal and writing skills, including reports and public presentation; group process skills; public policy research and analysis skills; computer skills to include working knowledge of MS Word, Excel, email, Internet research, and desktop applications.

Self-motivated with strong organizational skills; requires the ability to work independently and in a team environment; ability to work effectively and independently remotely/in telework set-up; ability to develop and manage several projects concurrently; ability to stay abreast of quickly changing national and state policies and initiatives; ability to represent AMCHP with national, state, and local organizations and groups; steadfast commitment to AMCHP's core values: Leadership, Collaboration, Health Equity and Social Justice, Inclusion, Integrity, Excellence, and Stewardship

**Education:** Bachelor's degree with a specialization in public policy or an equivalent combination of knowledge and experience. Direct experience as a legislative staff member or substantive experience with the federal legislative process required. MCH state/local public health agency or related nonprofit/community organization is preferred.

**Other:** AMCHP Headquarters is located in Washington, DC, and this position has the option of 100% virtual work/telework. However, the position requires the individual to provide Government Affairs support in the Washington, DC area. Therefore, there is preference for this individual to be located in or near the District of Columbia, Maryland, and Virginia (DMV) area. Further, individual may travel approximately 5-10% of time and must be flexible to work occasional weekends and/or non-traditional hours (approximately 3-4 times per year). This position is funded by a combination of unrestricted funds as well as grants and cooperative agreements from private and public funds.

**Physical/Sensory Demands:** We are committed to an inclusive culture that values all types of diversity, including the accommodation of a wide range of disability and related workplace needs.

**Job Classification:** Exempt

**Salary Range:** \$65,000 - \$74,000 if annualized

**Why Join AMCHP?**

We are a dynamic, energetic team comprised of MCH subject matter experts and individuals passionate about building a nation that values and invests in the health and well-being of all women, children, youth, families, and communities so that they may thrive. We take specific, focused action to center anti-racism in our work and be assets for health equity and racial justice.

AMCHP is committed to creating a diverse work environment and is proud to be an equal opportunity employer. Our employment practices reflect our core values and guide us in our commitment to dismantling structural racism and rebuilding the systems that serve our communities in ways that center racial and other forms of equity. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

**Benefits:**

AMCHP offers an exceptional benefits package that includes flexible work options; generous paid time off; health, dental, and vision insurance (effective date of hire); 403(b) retirement plan with employer contribution; medical and/or dependent care flexible spending accounts; paid parental leave; employer-paid life, short and long-term disability insurance; paid leave to perform civic duties; professional development assistance; and a minimum of ten paid holidays per year, plus a winter break the last week in December.

**Interested?**

Submit your resume, cover letter, 2 public health-related or policy-related writing samples, and (3) references [HERE](#). No phone calls. Please submit questions to [careers@amchp.org](mailto:careers@amchp.org) and indicate #24-0001 Policy and Government Affairs Manager in the subject line.

**Disclaimer:** This job description indicates the general nature and level of work expected and may not be a comprehensive listing of required duties or responsibilities. The incumbent may be asked to perform other duties as necessary. Must be authorized to work in the United States.