

Job Classification: Exempt, Full-Time

Supervisor: Executive Director, Alliance for a Healthy Kansas

Who We Are

The Alliance for a Healthy Kansas is a statewide coalition working to increase access to affordable health care and improve health equity by expanding eligibility for KanCare. Our membership is wide-ranging and includes business leaders, doctors and hospitals, social service and safety-net organizations, faith communities, chambers of commerce, advocates for health care consumers, and many more. The Alliance's work is accomplished through a strategic framework that includes community engagement, legislative advocacy and communications.

Primary Accountabilities: The Alliance for a Healthy Kansas Advocacy Specialist leads the Alliance for a Healthy Kansas efforts to mobilize health consumers and the public in order to advance policies that improve the health and well-being of Kansas residents. The Advocacy Specialist also participates in legislative advocacy along with other members of the Alliance team.

This position requires the ability to organize and prioritize responsibilities resulting in successful and timely completion of events/activities, meeting objectives, and achieving established outcomes.

Major Duties:

- Develop and implement a strategic plan around the recruitment, mobilization, training and retention of grassroots consumer health advocates.
- Maintain regular communication with members of the Alliance for a Healthy Kansas grassroots advocacy network to keep them engaged and active throughout the year- including phone calls, text messages, social media messaging, etc.
- Assist in managing relationships with partners and community supporters.
- Schedule and manage logistics for community events.
- Activate and engage Alliance for a Healthy Kansas grassroots advocates in offline tactics as appropriate to impact public policy campaigns. Examples include rallies, spokesperson opportunities, phone call campaigns, events, etc.
- Assist in maintaining data systems related to outreach efforts.
- Organize and deliver presentations to small and large groups on Alliance policy issues.
- Research and keep informed of legislative and political trends, issues and current events, especially those affecting KanCare Expansion.
- Monitor legislative action on consumer health topics.
- Participate in lobbying efforts for Alliance policy priorities.
- Perform all other duties assigned.

Qualifications:

- Bachelor's Degree in Public Affairs, Political Science, Communications, or related area required.
- Candidate is expected to have experience planning and executing trainings and policy events, including developing agendas, coordinating speaker outreach, creating materials, and managing logistics.
- Ability to communicate policy and advocacy priorities with internal and external stakeholders and work with a range of multidisciplinary staff on high profile issues.
- Ability to recruit, direct, coach, monitor, and supervise volunteers.
- Working knowledge of grassroots advocacy principles and the legislative process.
- Ability to implement programs and initiatives by engaging all key partners and constituents.



- Unrestricted driver's license required.
- Ability to promote a professional and positive appearance and work environment.
- Ability to communicate complex and technical information in a clear and concise manner, both verbally and written.
- Serve as a resource and subject matter expert (SME) to other Community Care team members.
- Strong interpersonal, organizational, written and verbal communication skills required.
- Creative thinking and problem-solving skills; willingness to seek input regularly for process improvement.
- Proficiency with Windows operating systems, Microsoft Office, and webinar and meeting hosting platforms.

Additional/preferred qualifications

- Exceptional writing, organizational, and critical thinking skills
- Resilience, flexibility, and creativity
- High level of attention to details
- Passion and commitment to improving health and social justice
- Ability to work collaboratively with people of diverse skills, cultures, and backgrounds
- High level of diplomacy and ability to interact with staff at all levels
- Ability to work effectively with multiple individuals and manage several projects at once with minimal supervision
- Ability to travel as needed within the State of Kansas and nationally

Work Environment:

- Professional and deadline-oriented environment in an office setting with regulated temperatures and moderate noise level.
- Frequent interaction with staff and business partners.

Physical Demands:

- Regularly required to speak and hear, sit, stand, bend, stoop, kneel and walk.
- Ability to read computer screens and operate computer peripherals for an extended period or the ability to discern electronic information through reasonably available accommodations.
- Frequently required to travel with occasional overnight stays necessary.
- Regularly required to work at community events on evenings and weekends.
- Ability to lift or have the ability to utilize reasonably available resources to maneuver, up to fifty (50) pounds.
- Regularly maintain stationary position, with regular need to relocate to attend meetings internally and externally.
- Regularly communicate with staff, members and stakeholders in writing, video conferencing and in person meetings.

Additional Duties:

Additional duties and responsibilities may be added to this position description at any time. The position description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow Community Care policies and procedures and maintain a professional personal appearance and workspace. Employees are required to follow any other position-related instructions and to perform any other job-related responsibilities as requested by the employee's supervisor.