

**Position Title:** Policy Analyst and Advocate

**Reports To:** Manager of Public Policy and Advocacy

**Summary:** Provides research, data, analysis and consultation for policy development, public communication and advocacy of Methodist Healthcare Ministries public policy agenda. Supports the efforts of staff and develops relationships with elected officials and staff of agencies and organizations throughout the community to advance MHM's mission.

- Collects, analyzes, interprets and summarizes trends, data and information for use in developing public policy agenda, community and policy initiatives. Essential Duties:
- Identifies, analyzes and tracks key local and regional policy issues as well as state and federal legislation
- Acts as a liaison with regional and state organizations in health and wellness initiatives and policy development.
- Provides technical assistance and advocacy strategies to non-profit and faith-based organizations.
- Creates and develops relationships with regional advocates, elected officials, and community leaders.
- Provides support to senior management on related policy initiatives.
- Performs other duties as assigned.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Education/Experience: Bachelor's degree (B.A.) in Public Health, Human Services, Public Administration, Social Work or related field. A minimum of two years experience in public policy analysis and advocacy in community, health or human services arenas. Master's degree (M.A.) in related field preferred. Language Ability: Ability to read, analyze, and interpret health status and policy reports and publications, professional journals, and governmental regulations. Ability to prepare presentations and documents for publication that conform to prescribed style and format. Ability to speak effectively and respond to questions from diverse audiences. Fluent in English. Bilingual with Spanish preferred.

**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of public policy documents .Ability to analyze and interpret a variety of community dynamics and its implications for policies affecting low income populations

**Computer Skills:** To perform this job successfully, an individual should have working knowledge of Microsoft Office applications to include Word, Excel, Outlook and PowerPoint. Geomapping software such as ArcView GIS preferred. Other: Ability to drive and have access to a car; maintain current driver's license and auto liability insurance

**email your resume and cover letter to:** [HArnold@mhm.org](mailto:HArnold@mhm.org)

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