



POSITION ANNOUNCEMENT

Position: Policy, Advocacy & Communications Coordinator

Function: Advances the organization's strategic policy objectives with internal and external stakeholders.

Reports to: Senior Vice President, Care Management & Program Development

Tasks:

- Liaises and advocates for agency priorities with provider coalitions, associations and health system partners
- Produces content and manages external communications including website and social media
- Provides staff support to the Antiracism Task Force and Diversity, Equity & Inclusion Officer
- Assists in the preparation of grant and project proposals as assigned
- Promotes staff participation in advancing the organization's mission, vision, and values
- Produces staff newsletter and facilitates other official communications with employees
- Manages the production of the Annual Management Report and periodic demographics and outcomes reporting
- Manages consumer satisfaction survey
- Other duties as assigned

Qualifications: Bachelor's degree in public policy, communications or related field. Masters preferred. Experience in analyzing and interpreting public policy and managing public relations. Commitment to the values of equity and inclusion and advancing antiracism. Excellent written and oral communication skills. Capable of taking an assignment from concept to completion with minimal supervision.

Salary: \$60,000 - \$64,000 plus generous benefits.

Flexibility to work remotely.

Email a resume, cover letter, and contact information for 3 professional references to:

Patrick O'Quinn
Senior Vice President for Care Management and Program Development
Email: POQuinn@acmhny.org

ACMH is committed to the mental and physical wellbeing of vulnerable New Yorkers and is a leader in the provision of outreach and engagement, care management, rehabilitation, and supportive housing.

For more information, visit our website: www.acmhny.org