

Policy & Advocacy Specialist/Manager

The Policy and Advocacy Specialist/Manager manages and supports programs and activities of the Policy and Advocacy Department. Most of their time is split between managing the development of programs and resources to support ASHG member advocacy, and supporting implementation of ASHG committee projects and activities in policy, advocacy and professional practice. They also track policy issues and drafts Society statements.

- ASHG Member Advocacy
 - Develop and execute year-round strategies and programming to engage ASHG members in advocacy
 - Coordinate with government relations contract staff and oversee ASHG member advocacy programming, including the Advocate Certificate for Human Genetics and Genomics Trainees and ASHG's annual Capitol Hill Day
 - Manage development of materials supporting member advocacy, including congressional fact sheets, newsletters and action alerts
 - Coordinate meetings and activities of the Government & Public Advocacy Committee
 - Track significant advances in human and genetics and genomics research.
 - Manage accounts with web-based advocacy platform and congressional news service
 - Participate in scientific community-wide advocacy events
- Professional Practice
 - Coordinate activities of the Professional Practice and Social Implications Committee (PPSI), including meetings and review of Annual Meeting social issue track proposals
 - Support PPSI writing groups developing professional practice guidance for researchers and associated year-round programming
 - Support PPSI project development such as graduate training curriculum on ethical, legal and social issues in genetics and genomics research
- Policy Development
 - Draft ASHG policy statements
 - Conduct policy research on ASHG policy priorities
 - Track policy topics and provide updates to senior staff and ASHG membership
- Other duties
 - Manage policy, advocacy and professional practice web pages
 - Support Genetics and Public Policy Fellowship recruitment
 - Other duties as assigned

Education and experience

- Bachelor's degree required; advanced science or public policy-related degree a strong plus
- 2 years experience in science advocacy and demonstrated interest in advancing science and health policy

Skills required

- Excellent written communication skills
- Excellent organizational skills, attention to detail
- Ability to manage multiple projects independently, seek input when warranted, prioritize and meet deadlines
- Ability to build and maintain productive professional working relationships, and to work collaboratively with ASHG members, staff and consultants
- Competency with office technology and software suites
- Professional behavior within and outside the organization
- Strong interpersonal skills and the ability to work with a team

To Apply:

Please send your resume and cover letter in an email titled “ASHG Policy and Advocacy Manager Role” to Adrienne.orourke@marcumllp.com. Title and salary for this position will be commensurate with experience of the successful candidate.