



Job Title: Coordinator, Advocacy and Member Services Revised Date: September 13, 2024
Reports To: Senior Health Policy Analyst

The New Jersey Association of Mental Health and Addiction Agencies, Inc. (NJAMHAA) is seeking a Coordinator of Advocacy and Member Services who will report directly to the organization's Senior Health Policy Analyst. This is a full-time position, and will be scheduled for 40 hours a week. The position will follow a hybrid work structure where the employee will mostly work remotely but from the office when front desk coverage or assistance with specific projects is needed and as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities of this support role include the following work product: writing and distributing electronic newsletters three times a week; drafting legislative testimony and reports as assigned; membership database maintenance; heavy social media postings; scheduling legislative meetings; membership outreach; advocacy mail merges; and liaison to several Practice Groups and external committees.

Public Relations:

- Publish a tri-weekly electronic newsletter. Write articles for the Association publications, as assigned.
- Take the lead in devising a social media plan to support advocacy and membership marketing.
- Provides marketing support, including writing, editing and proofreading for the Association, NJAMHAA's Information Technology Project, and NJMHI including, but not limited to, promotion of the Association, trainings and conferences through promotional literature, the NJAMHAA website, social media, newsletters and other means.
- Support public relations, including the drafting, editing, proofreading, distribution and follow-up of media alerts and press releases, as well as newsletters, logos, and other materials. Dissemination and posting on the website and social media outlets under the direction of the Vice President of Public Affairs and Member Services and Senior Health Policy Analyst.

Advocacy:

Under the direction of the Senior Health Policy Analyst and President and CEO:

- Schedule meetings with state and federal legislators; prepares agendas and packets.
- Draft correspondence and other materials in preparation for and as follow-up to meetings with legislators, policymakers and other state leaders and stakeholders, as well as testimony and bill analysis, as assigned..
- Coordinate, implement and assist in developing materials for Partners in Advocacy efforts and trainings, including preparing and distributing materials and posting to the website.
- Provide support and follow-up and act as liaison to Practice Groups, as assigned. Does prep and follow-up activities including drafting of correspondence and invitations.
- Assist in composing and distributing written communications consistent with NJAMHAA's positions in order to influence policy makers and legislators. Assist with communicating state and federal legislative updates to all members.
- Assist with bill tracking on state and federal platforms and update Legislative Report as needed.



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- Assist in maintaining advocacy platform and sending advocacy alerts to stakeholders.

Member Services:

Under the direction of the VP of Public Affairs and Member Services and President and CEO:

- Develop promotional literature and new member services.
- Respond to informational inquiries regarding NJAMHAA member services and assist in recruiting members.
- Conduct membership outreach, maintain membership records in various platforms, distribute membership packets, and assist with other member related services.

Other:

- Represent NJAMHAA on external committees and share information with staff.
- Complete other assignments as requested by the President and Chief Executive Officer, Vice President of Public Affairs and Member Services, Vice President of Information Technology, Human Resources and Administrative Services and/or Senior Health Policy Analyst.

QUALIFICATIONS:

- A Bachelor's degree or at least three (3) years of experience in public policy /governmental affairs and/or equivalent combination of education and experience
- Expertise in using social media
- Strong computer skills, including full knowledge of MS Word, Excel and Outlook
- A record of reliability and excellent attendance
- Excellent written and verbal communication skills
- Strong interpersonal skills; ability to work as a team member and independently
- Should be enthusiastic, flexible, customer service oriented, able to take initiative, detail oriented, very organized and able to work under tight time constraints.

Benefits:

- 401(k) matching (eligible after one year if worked 1,000 hours)
- Dental insurance
- Employee Assistance Program
- Health insurance
- Life insurance
- Paid time off (Holidays and vacation, personal, and sick time based on number of hours worked)

Salary will depend on experience and appropriate fit for the position. Only applications stating desired salary range will be considered

Individuals with experience and/or a background in diversity, equity, and inclusion are encouraged to apply.

To Apply: If interested in this position, please send a cover letter and your resume to Steve Hirsch at shirsch@njamhaa.org