



Metro TeenAIDS Job Opening Public Policy Manager

Metro TeenAIDS (MTA) is hiring for one full time Public Policy Manager. This position will meet with, educate and work to influence district and federal elected officials to support MTA public policies and priorities. Working with our community and coalition partners, the Public Policy Manager will report to the Executive Director.

Basic Job Responsibilities

- Work with others at the Metro TeenAIDS' Policy Department to build and maintain strong relationships with elected officials, city leaders, and allied organizations.
- Create and manage MTA's policy and advocacy annual work plan
- Research, analyze and catalogue HIV/AIDS-related articles, briefs, and legislative regulations as well as appropriations of the DC City Council, Department of Health HIV/AIDS Administration, and DC Public Schools, including the provision of statistical data and information management support.
- Assist colleagues with the creation of policy-maker education strategies regarding the science of HIV prevention and care.
- Develop and maintain partnerships with coalitions and organizations that address similar public policy issues.
- Attend, coordinate and/or organize meetings of the DC Healthy Youth Coalition, hearings, and community events.
- Integrate public policy work with program development activities.
- Work with Metro TeenAIDS staff and youth leaders to ensure that youth are represented throughout our policy and advocacy work.
- Create quarterly issue briefs on HIV and Youth in Washington, DC and disseminate to school leadership, city leaders and the press.
- Work with local advocates to increase awareness of city/state & federal policy issues related to HIV/AIDS & youth.
- Prepare hearing testimony, write letters, and take direct action on public policy decisions.
- Respond to inquiries about public policy issues and represent MTA at meetings and conferences.
- Assist in coordination of community events sponsored by MTA.
- Participate in MTA's community mobilization efforts
- Work with others in the Policy Department to staff the MTA Board's Public Policy Committee in order to develop and implement policy strategies for the organization.
- Other duties as assigned.

Salary range \$40,000 to \$45,000 plus benefits

Minimal Qualifications

- Bachelor's degree in public policy, or related field, or equivalent experience. Master's degree preferred.
- At least two years experience in public policy work (preferably around HIV or reproductive health) or equivalent experience in a related area.

- Strong oral, writing and research skills.
- Strong interest in and commitment to advocating for quality HIV services including HIV prevention and reproductive health.
- Familiarity and experience working with urban African-American and or Latina/o youth.
- Basic knowledge of HIV and issues surrounding HIV prevention and education.
- Demonstrated expertise in establishing and working in collaboration with other organizations.
- Excellent written/verbal communication and interpersonal skills.
- Knowledge of, and commitment to, national and local issues related to youth, particularly HIV and health education, is an asset.

Preferences

- Considerable experience working in communities of color.
- Previous experience working with youth.
- Ability to work well with a variety of individuals and organizations.
- Experience with DC City Council.

To Apply:

Applicants must submit a resume and cover letter.

Mail or fax to: Anne Hoye, Metro TeenAIDS, 651 Pennsylvania Ave, SE Washington, DC 20003
Fax number: 202-543-8249.

No phone calls, please.

Please include current contact information

Note: All applicants will be required to agree to a criminal background check.