



Position Description

Date: August 1, 2020
Position Title: Specialist/Manager, Advocacy and Government Relations –
Sector 2/East
Reports To: Chief Advocacy Officer
Status: Exempt

About ASAM

The American Society of Addiction Medicine (ASAM) is a medical professional society of over 6,000 members with 40+ staff and a \$10M annual operating budget. It is an energetic, fast-paced organization with multi-faceted opportunities in the area of addiction medicine.

Position Summary:

This Specialist/Manager, Advocacy and Government Relations, engages ASAM leadership, society members, and partners to advance ASAM's advocacy agenda by supporting about 20 assigned ASAM State Chapters at the state level; supporting the staff liaison to assigned national advocacy committees; leading Advocacy webpage content development and management, and producing Advocacy's monthly e-publication, *The ASAM Advocate*. This Specialist/Manager works closely with ASAM's Chapters Council and Executive Council to develop and execute a strategy to help his/her assigned ASAM State Chapters anticipate, identify, and respond to state addiction policy opportunities and challenges. This Specialist/Manager keeps ASAM members in these State Chapters informed of state policy developments and equips them to engage in direct advocacy at the state level through consultation and technical assistance. This Specialist/Manager also develops and maintains strong working relationships with external stakeholders and advocacy partners to optimize the assigned ASAM State Chapter advocacy efforts.

Responsibilities:

- Help support ASAM's Chapters Council and Executive Council in the development of a state advocacy strategy for the assigned ASAM State Chapters that aligns with ASAM's national advocacy priorities.
- Track and keep these State Chapter members apprised of state legislative and regulatory developments related to addiction prevention, treatment, harm reduction, and recovery support.
- In accordance with identified priorities, work with individual Chapter leaders and members in the assigned State Chapters and other state-based partner organizations to help these Chapters respond to state legislative and regulatory opportunities and challenges through joint letters, meetings, testimony preparation, grassroots advocacy, etc.
- Collaborate with the *Specialist/Manager, Advocacy and Government Relations – Sector 1/West* on state policy issues tracking and advocacy strategy to ensure consistency in ASAM's advocacy actions and shared policy knowledge across Chapters.

- Cultivate strong working relationships with national healthcare and addiction treatment organizations and state-based partner organizations (including state medical societies, specialty society state chapters, health systems and treatment centers, and patient groups), and effectively leverage these relationships when needed to help advance the state advocacy agenda of the assigned ASAM State Chapters.
- Support staff liaison to ASAM's Public Policy Committee and Practice Management and Regulatory Affairs Committee through the preparation of correspondence, meeting agendas, and meeting minutes; member engagement, and committee records maintenance.
- Prepare drafts of letters and other correspondence to support national regulatory advocacy initiatives, as needed
- Provide research, editing and logistical assistance to support the development of ASAM policy statements.
- Support ongoing activities of the ASAM Advocacy and Government Relations Department, including the development of public policy statements, practice management resources, coordination of assigned state advocacy initiatives, events, and trainings, and assisting ASAM members from assigned State Chapters with policy questions and concerns as needed.
- Produce Advocacy's monthly e-publication known as *The ASAM Advocate* and maintain and update ASAM's advocacy webpages.
- Serve as the Advocacy Department's primary point of contact for ASAM's Marketing, Members, and Engagement staff to ensure interdepartmental coordination and communication.
- Work with ASAM's Marketing, Membership, and Engagement team and external public relations firm to communicate about state policies affecting the assigned ASAM Chapter advocacy efforts at the state level.
- Some travel required.

Education and Experience:

- One to three years of work experience related to state or national health policy and advocacy.
- Understanding of state legislative and regulatory processes.
- Knowledge of issues related to addiction treatment access and delivery preferred.
- Association experience preferred.
- Bachelor's degree required, policy or health-related field preferred
- Advanced degree in public health, health policy, law, or a related field preferred
- Experience with MS Office products (MS Word, Excel, PowerPoint) and legislative tracking software.

Skills and Abilities:

- Proven ability to work in a team environment and a customer-oriented attitude
- Ability to handle multiple competing priorities efficiently in a fast-paced environment with attention to detail
- Ability to interact effectively, efficiently, and professionally with individuals at all levels of the organization and with ASAM members
- Ability to motivate members to engage in advocacy efforts
- Demonstrated ability to exercise sound judgment and communicate risk and benefit when weighing opportunities for engagement

- Excellent written, organizational, communication and customer service skills

Works closely with:

- Advocacy and Government Relations Department staff
- Marketing, Membership, and Engagement Department staff
- Quality and Science Department staff
- ASAM's Chapters Council, Executive Council, and members
- External partner organizations and consultants

To Apply:

Please submit a resume, cover letter, and writing sample to hr@asam.org explaining your interest in the position and how your skills match the position.

ASAM provides equal opportunity to all staff. No person shall be discriminated against because of race, color, religion, sex, national or ethnic origin, age, physical handicaps, marital status, sexual orientation, family responsibilities, political affiliation, or any other category that is protected by federal law or the laws of the Maryland.



ASAM is proud to be honored with the Sloan Award for Excellence in Workplace Effectiveness and Flexibility for its use of flexibility and other aspects of workplace effectiveness as a workplace strategy to increase business and employee success. ASAM was one of eight organizations and the only association to be recognized in the state of Maryland.