Position Description

Date:       June 1, 2021
Position Title: Policy Specialist
Reports To: Associate Director, Advocacy and Government Relations
Status:    Exempt

About ASAM

The American Society of Addiction Medicine (ASAM) is a medical professional society of over 6,000 members with 50+ 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 Policy Specialist engages ASAM leadership, society members, and partners to advance ASAM's advocacy agenda by supporting ASAM State Chapters at the state level; supporting staff liaisons to national advocacy committees and councils; leading Advocacy webpage content development and management, and producing Advocacy's monthly e-publication, The ASAM Advocate. This Policy Specialist works closely with the Advocacy and Government Relations Associate Director and ASAM's Chapters Council to execute a strategy to help ASAM State Chapters anticipate, identify, and respond to state addiction policy opportunities and challenges. This Policy Specialist helps keeps ASAM members informed of state policy developments and helps equip them to engage in direct advocacy at the state level through consultation and technical assistance. This Policy Specialist also develops and maintains strong working relationships with external stakeholders and advocacy partners to optimize ASAM State Chapter advocacy efforts.

Responsibilities:

- Track and keep ASAM members apprised of state legislative and regulatory developments related to addiction prevention, treatment, harm reduction, and recovery support.
- Work with the Associate Director, individual ASAM State Chapter leaders and members, and other state-based partner organizations to help ASAM State Chapters respond to state legislative and regulatory opportunities and challenges through letters, meetings, testimony preparation, grassroots advocacy, etc.
- Assist the Associate Director with cultivating 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 ASAM State Chapters.
• Support staff liaisons to ASAM’s national advocacy committees and councils through committee records maintenance and the preparation of correspondence, meeting agendas, and meeting minutes.
• Produce Advocacy’s monthly e-publication known as The ASAM Advocate and maintain and update ASAM’s advocacy webpages.
• Support ongoing activities of the ASAM Advocacy and Government Relations Department, which may include the development of public policy statements, practice management resources, coordination of advocacy initiatives, events, and trainings, and assisting ASAM members from State Chapters with policy questions and concerns, as needed.
• Some travel may be required.
• Other duties, as assigned.

Required Qualifications
• Bachelor’s degree
• Understanding of legislative and regulatory processes
• Experience with MS Office products (MS Word, Excel, PowerPoint)

Desired Qualifications
• Knowledge of issues related to addiction treatment access and delivery
• Association experience
• 1-3 years of work experience related to state or national health policy and advocacy
• Experience with legislative tracking software
• Bachelor’s degree in policy or health-related field

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 staff
• Marketing, Membership, and Engagement staff
• ASAM’s Chapters Council and members
• External partner organizations and consultants

Benefits of Working at ASAM
• ASAM’s work with physicians and clinicians helps millions of patients, families, and communities impacted by addiction
• ASAM’s work helps address the vast national crisis of opioids and addiction
• ASAM enjoys a strong organizational culture, living by values determined by staff of open collaboration, trust, courage, and connectedness
• ASAM is proud to have earned the Sloan Award for Excellence in Workplace Effectiveness and Flexibility
• ASAM offers competitive compensation (commensurate with experience) and benefits that include paid vacation and sick leave, transportation reimbursement, medical insurance, and 401k.
• ASAM’s CEO/EVP has the discretion to allow employees to work away from the office on a fulltime or scheduled basis. At any time telecommuting or remote work arrangements can be rescinded if the needs of ASAM change.

To Apply:
Please submit a resume, cover letter, and two writing samples solely authored by you to hr@asam.org explaining your interest in the position and how your skills match the position.

Recruiting Salary Range: Commensurate with experience (with a robust benefits package)

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.