**POSITION DESCRIPTION**

Last Updated: January 30, 2020

Position Title: Manager, Policy and Health Systems

Reports To: Director, Policy and Government Relations

Status: Exempt

**SUMMARY**

The Manager, Policy and Health Systems will lead the organization’s state policy program and support the organization’s service delivery and program integration efforts. Reporting to the Director, Policy and Government Relations, the Manager will work collaboratively to implement the organization’s policy and service delivery agenda on both the state and federal levels. This will include providing policy guidance and training to NCSD members through individualized technical assistance and NCSD’s Policy Academy and supporting the NCSD Public Policy Committee and National STI Coalition.

**RESPONSIBILITIES**

* Lead NCSD’s state STD policy program including providing guidance to state, local, and territorial health departments to be leaders in STD and sexual health-related policy
* Lead NCSD’s Policy Academy to train and educate health department and partner employees to engage in state policy education and improve policy skills
* Assess models of STD, HIV, and other public health program integration and develop resources, e.g. toolkits, webinars, infographics, on challenges, successes, and best practices.
* Provide technical assistance and capacity building to jurisdictions aiming to integrate health department programs at any level, from complete integration within the health department to the integration of services within a clinic.
* Provide targeted technical assistance and capacity building to the Ending the HIV Epidemic jurisdictions.
* Assist states and other partners with implementation of sexual health policy.
* Research, monitor, and analyze current and pending legislation on sexual health issues.
* Create and disseminate resources such as webinars, fact sheets, and reports.
* Develop and facilitate in-person training opportunities for health department staff and other key stakeholders.
* Provide insight and support for the development of NCSD’s policy agenda.
* Coordinate project deliverables from funders, including quarterly reporting, and other requirements.
* Be a main point of contact for NCSD members on certain federal and state-based policy issues and activities, including adolescent sexual health.
* Represent NCSD in state and national coalitions.
* Travel nationwide to attend conferences, educate policymakers, support members, and generally further NCSD’s policy and service delivery efforts
* Support the NCSD Public Policy Committee and the National STI Coalition.

**EDUCATION AND EXPERIENCE**

* Bachelor’s degree or higher in public health, health sciences, political science or related field required.
* 3-5 years working in sexual health, or related field with experience working directly in policy or advocacy
* Past experience researching and analyzing legislative language
* Comfortable presenting to large and small groups
* Experience developing training materials and/or formalized curricula
* Experience working in state or local health department(s) preferred.

**SKILLS AND ATTRIBUTES**

* Excellent verbal and written communication skills
* Passion for working in a sexual and reproductive health setting
* Experience developing and providing training to small and large groups
* Ability to think creatively, follow intuition, take initiative, and be proactive
* Strong organizational and prioritization skills as well as attention to detail
* Experience and willingness to work cooperatively in a team
* Ability to learn quickly with a “no job is too small attitude”

**SPECIAL CONSIDERATIONS**

* This position is a full-time and includes a generous benefits package, including a retirement match and employer-paid health insurance.
* Travel is expected to meet project/program requirement (Approximately 15% of time)
* This position is partly funded by a federal grant and is contingent on continued funding.
* This position is a Washington DC-based position.
* NCSD is an equal opportunity employer and encourages applications from women, people of color, transgender people, people of all gender identities and sexual orientations, and people with disabilities.

**To Apply**

Send a cover letter, resume/CV and short (3-5 page) policy-based writing sample to [sarnold@ncsddc.org](mailto:sarnold@ncsddc.org). No phone calls, please.