



JOB DESCRIPTION PUBLIC POLICY MANAGER

Title:	Public Policy Manager
Reports to:	Executive Director
FLSA Status:	Exempt
Position Status:	Regular Full time
Effective Date:	April 2022
Location:	Northern California, Remote

Visión y Compromiso (VyC) is dedicated to improved community well-being by supporting promotores and community health workers (CHWs). Trusted community leaders, promotores are deeply rooted in their desire to transform their communities into healthier places where all residents can live a healthy and dignified life. VyC is the lead agency in California providing culturally and linguistically relevant training, workforce development, leadership opportunities, and advocacy on behalf of promotores and CHWs as integral to community well-being. The VyC vision, *Hacia una Vida Digna y Sana* (A Healthy and Dignified Life for All), reflects its work to improve economic and health equity for underrepresented communities by enhancing promotores' capacity to serve their community. VyC strengthens the ability of communities to identify issues of concern, confront barriers, propose locally defined solutions, inform policies, change organizational practices, and improve individual and community health.

Position Summary

As a national non-profit organization and a leader in the field of community health, VyC seeks a full-time Public Policy Manager to lead VyC's policy efforts to support promotores, CHWs and other grassroots community leaders. The Public Policy Manager will manage VyC's state and local policy and advocacy initiatives, collaborate closely with VyC's Network of Promotoras and Community Health Workers, increase VyC's visibility as a partner advocate in other national, state, and local policy campaigns, and work closely with VyC's Management Team to develop and advance grassroots-led policy solutions that reflect and support VyC's integrated organizational strategies.

Application

Please submit a cover letter detailing your previous policy training/experience and resume via email with subject line "Public Policy Manager (your name)" to giselle@marjplumb.com. Submissions will be reviewed immediately. The application will be open until the position is filled. Any questions regarding the application or organization can be directed to giselle@marjplumb.com

Essential Duties & Responsibilities

VyC's Public Policy Manager is responsible for the strategic direction and overall management and implementation of VyC's policy and advocacy campaigns. This multi-faceted role includes:

- Build and maintain relationships with strategic allies and decision-makers, including elected officials, unions, key political allies, etc.
- Monitor and analyze relevant legislation, laws, and regulations to inform Vision y Compromiso strategic direction.

- Represent VyC before local, county and state decision-makers and regulatory agencies in California.
- Provide leadership and represent VyC on coalitions, networks, advisory boards, committees, task forces and/or other key meeting spaces.
- Ensure consistent political analysis and voice in VyC external communications.
- Work closely with VyC Directors to advance grassroots-led policy solutions as part of an integrated strategy.
- Provide strategic guidance to the Executive Director and Leadership Team.
- Draft legislative language as needed.
- Identify, develop and implement trainings, systems and tools for staff and grassroots members to inform their political analysis and strengthen their advocacy skills.
- Develop and advocate for VyC's short- and long-term policy agenda through an inclusive process integrating input from our Network and partner organizations.
- Develop and implement advocacy campaigns using multiple strategies such as legislative and administrative advocacy and partnering with the media.
- Mobilize VyC's statewide Network of Promotoras and Community Health Workers and community-based organization partners representing diverse sectors and communities.
- Monitor and analyze existing local, state, and national health policies' impact on communities of color particularly in health, mental health and children and families.
- Deliver presentations on VyC's public policy issues.
- Manage relationships and communication with VyC stakeholders and policymakers.
- Develop policy briefs using VyC research and secondary research to educate policymakers, funders and VyC stakeholders.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position currently does not supervise other employees.

MINIMUM QUALIFICATIONS

- At least two to four years of public policy experience and/or training.
- Knowledge and/or experience with promotor and/or community health worker programs preferred.
- Experience in public health and health issues among communities of color.
- Organized, detail-oriented, and able to manage multiple projects.
- Excellent communication and people skills to convey concepts and build relationships with wide range of audiences.
- Ability to apply initiative, creativity, and resourcefulness.
- Verbal and written English required; Bilingual in English and Spanish is highly desirable because of the population served.

EDUCATION

- There is no minimum educational requirement

CERTIFICATES, LICENSES AND REGISTRATIONS

Valid California Class C Driver License or the ability to utilize a reliable alternative method of transportation when needed to carry out job-related essential functions. Valid automobile liability insurance.

LANGUAGE SKILLS

Proficiency in writing grant reports and developing work plans and budgets. Ability to speak effectively to partner organizations, members of the public, or employees of organization. Verbal and written English required. *Because of the population served, the ability to read, write and speak in English and Spanish is highly desirable.*

COMPUTER SKILLS

Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook) and Internet Explorer or other widely used and supported Internet browsers as well as proficiency with social media platforms like Facebook, Facebook Messenger, Instagram and WhatsApp.

TRAVEL REQUIREMENTS

This position requires at least 50% travel time.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will sit, talk, hear, and use hands and fingers up to 2/3 of the time. The employee will stand and walk up to 1/3 of the time. The employee is routinely required to carry and/or lift to 10 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work environment varies with the locations at which outreach and educational activities are conducted. Brief exposure to the elements (cold, rain, wind, sun) in the course of traveling to and from locations and entering and exiting facilities is possible.

The noise level in these various work environments is typically moderate.

Visión y Compromiso is an equal opportunity employer and is committed to identifying and developing the skills and leadership of people from diverse backgrounds.