



Lane Coalition for Healthy Active Youth (LCHAY)

Job Description

Last revised May, 2012

Position Title: Policy and Advocacy Associate

Compensation: Commensurate with experience

Hours per week: Minimum of 20, with the possibility of more hours

Benefits: Paid holidays and vacation time

Classification: Non-exempt

Responsible to: Executive Director

Background

The Lane Coalition for Healthy Active Youth (LCHAY) is a 501(c)3 nonprofit organization based in Eugene, Oregon, dedicated to the prevention of childhood obesity through advocacy and action. We work to achieve policy, systems, and environment changes to ensure food and beverages most readily available to children are wholesome and nutritious; daily physical activity is a part of every child's life; and, the negative impacts of marketing and screen time on youth are minimized. Efforts are carried out through partnerships, projects and public health policy advocacy to create communities that support and empower healthy eating and active living.

Summary of Position

The Policy and Advocacy Associate engages in local public policy assessment, development and advocacy; trains and convenes partners around the issue of childhood obesity and health disparities; and, provides technical assistance to institutions, corporations, community groups and government entities on improving nutrition and physical activity environments.

Essential Responsibilities (to include, but not limited to)

- Assist Executive Director with advocacy, policy development and coalition building.
- Provide technical assistance to institutions, corporations, and government entities on improving nutrition and physical activity environments.
- Support and actively participate in the creation of work-plans and public awareness campaigns.
- Work with Research Assistant to collect and analyze data to measure changes in nutrition environments.
- Work with LCHAY Executive Director, project partners, and community stakeholders to help plan, design, implement and evaluate projects.
- Maintain supplies, document project activities, and attend meetings as assigned.
- Prepare and write articles, reports, presentations, proposals, and outreach materials.
- Assist with preparation, set-up, and delivery of presentations to community and/or policy-makers regarding childhood obesity, LCHAY initiatives, and other related topics.
- Learn about best and promising practices in other cities and regions.
- Gather, monitor, analyze, synthesize and share information from a variety of sources regarding national, state, and local level public policy issues relevant to LCHAY's advocacy efforts.
- Help design and deliver trainings and information to increase capacity for obesity prevention advocacy in Lane County and cultivate support for LCHAY's programs and efforts.

Qualifications

- Combination of education and experience that demonstrates ability to perform position duties.
- Highly organized, extremely detail oriented, responsible, and dependable.
- Excellent communication skills—written, verbal and active listening—required.
- Exceptional email communication skills, particularly drafting and responsiveness.
- Computer proficiency in Word, Excel, PowerPoint and internet research skills required.
- Able to work independently, be self-directed, and take initiative while meeting agreed upon goals and deadlines.
- Able to work collaboratively, practice effective relationship-building techniques, and to empower, direct, and motivate people.
- Strong public speaking skills.
- Experience with training, outreach and the role of nonprofits in the policy process, preferred.
- Ability to prepare for and conduct meetings with decision-makers.
- Eagerness to pro-actively learn and research promising approaches to obesity prevention.
- Open to feedback; approachable and able to respectfully interact with project partners.
- Sense of humor, flexibility and willingness to pitch in wherever necessary.
- Valid driver's license and ability to travel within the region.
- Hours are mostly during the day on weekdays, but occasional evenings and/or weekends may be required. Some flexibility with regards to schedules and meeting attendance necessary.
- Background in one or more of the following preferred: public health, obesity prevention, policy advocacy, food & nutrition, transportation planning, project management, evaluation and research, or community organizing.

How to apply:

Emailed or faxed applications will not be accepted. Please mail current resume, along with a letter describing your interest and experience relevant to this position to:

LCHAY
PO Box 264
Eugene, OR. 97440
Attn: P&A Associate

This position is open until filled and may close at any time, when a sufficient number of applications have been received. Interested candidates are encouraged to apply by June 1. First round of interviews will be conducted between June 4th and June 8th.

References will be requested only for applicants who are selected for interview. All applicants providing an email address will receive email notification when the position has been filled. No phone calls, please.

LCHAY is an Equal Opportunity Employer. We do not discriminate on the basis of race, creed, color, national origin, sex, age, sexual orientation, or disability.