



**HEALTH CENTER
PARTNERS**
of Southern California

A Family of Companies



JOB DESCRIPTION

JOB TITLE:	Government Affairs Advocacy Manager		COMPANY:	HCP
REPORTS TO:	Director of Government Affairs			
DIRECT REPORTS:	None			
STATUS:	Non-Exempt	FULL TIME	WORK COMP CLASS:	8810
OUTSIDE TRAVEL:	25%	SCHEDULE : 7-7/M-F	WORK CONDITIONS:	Remote/Home Office
This job description is intended to be a general statement about this job and is not to be considered a detailed assignment. It may be modified at any time, with or without advance notice, to meet the needs of the organization.				

JOB SUMMARY

The Government Affairs (GA) Manager will position Health Center Partners (HCP) and its Family of Companies (FOC) and 17 members as leaders in the health care industry and as a driver of health quality. This position will support the implementation and development of key local, state and federal policy, advocacy and regulatory issues impacting Federally Qualified Health Centers (FQHCs), Planned Parenthood, and Indian/Tribal Health Centers and their patients. This includes research, analysis, advocacy, coalition building, civic engagement, voter engagement and technical assistance to advance HCP's GA platform. As a result, the HCP will be expanding its civic/voter engagement activities.

ESSENTIAL JOB FUNCTIONS

Civic/Voter Engagement and Mobilization

- Increase civic/voter engagement of FOC staff, patients/staff, and community members to improve community health
- Manage the development and implementation of civic and voter engagement efforts, including voter registration, non-partisan voter education, voter turn-out efforts, and field/data tracking.
- Cultivate strategic partnerships to support the success of the initiative.
- Carry out timely, accurate and clear evaluation of initiative efforts.
- Develop and implement base-building strategies in conjunction with Community Education, Policy Advocacy, and Research programs.
- Maintain Civic Engagement initiative activities including outreach, advocacy alerts, training, materials development, and event coordination.
- Create and execute civic engagement strategies, including voter registration drives, community forums, and other opportunities.

- Build relationships with community members, partners, and organizations to foster collaboration and participation.
- Track participation, evaluate program effectiveness, and report on civic engagement efforts.
- Develop and disseminate materials, presenting information to the public, and advocating for civic policies.

Health Policy and Advocacy

- Support the GA team with ongoing local, regional, and state-level advocacy and policy issues and events/meetings.
- Support and attend GA team on monthly GA committee meetings and quarterly legislative breakfast meetings.
- Maintain internal GA databases in Sharepoint.
- Support GA team in legislative engagement by tracking (via CapitalTracker), analyzing, and providing material support on local, state and federal legislation and budget efforts as needed.
- Support GA team in the development of the annual Economic Impact Reports (state and federal).
- Support GA team with the planning and implementation of annual advocacy events (NACHC P&I) and (CPCA DATC).

Other Responsibilities

- Prepare annual funder progress reports, including outcomes, stories, and impact of work plan implementation.
- Work closely with GA team and FOC staff to provide technical assistance, disseminate information and provide educational resources and training.
- Understand the political systems, social justice issues, and community needs to effectively address civic challenges.
- Manage multiple tasks, coordinating events, and adhering to deadlines to ensure the successful implementation of civic engagement programs.
- Effectively communicate with diverse audiences, including community members, stakeholders, and the media.
- As needed, represent HCP at member events (open houses, ribbon cuttings).
- As needed, represent HCP at partner CBO and city/county government events.
- Attend and participate in required in-person and virtual HCP meetings.
- Participate in HCP in-person and virtual events and represent HCP as requested.
- Travel for national and regional meetings, training, and site visits by air and ground transportation as needed.
- Report regularly to the supervisor.
- Other duties as assigned.

QUALIFICATIONS

Skills

- Strong project and program management expertise including implementation and evaluation.
- Serve as support staff for FOC peer networks, work groups and committees.
- Solid interpersonal and professional skills when engaging with members, Board of Directors, vendors, and partners.
- Effective problem solving, organizational, and time management skills.

- Deliver accurate and concise written and oral communication.
- Proficiency in Microsoft Office, SharePoint, and web-based applications and platforms.
- Work collaboratively with FOC leadership and departmental teams.
- Anticipate and resolve problems on own initiative.

Education/Experience

- Bachelor's degree, and experience with CHCs, member-driven associations, or non-profit organizations.

Geographical Location, Standard Business Hours, and Travel Requirements

- Located in the assigned territory no more than a 60-minute radius to a major U.S. airport.
- Business hours are generally 8:00-5:00 PST.
- A minimum of 5% travel is required for staff development purposes.

PHYSICAL REQUIREMENTS

- Ability to sit or stand for long periods of time
- Ability to reach, bend and stoop
- Physical ability to lift and carry up to 20 lbs.

HIPAA/COMPLIANCE

- Maintain the privacy of all patients, employees, and volunteer information, and access such information only on a need-to-know basis for business purposes.
- Comply with all regulations regarding corporate integrity and security obligations. Report Unethical, fraudulent, or unlawful behavior or activity.
- Upon hire and annually attend HCP's HIPAA training and sign HCP's Confidentiality & Non-Disclosure Agreement and HIPAA Privacy Acknowledgment
- Upon hire and annually read and acknowledge understanding of HCP's HIPAA Security Policies and Procedures
- Adhere to HCP's HIPAA Security Policies and Procedures and report all security incidents to HCP's Privacy & Security Officer

To express interest in this role, please submit your resume and application to jobs@hcpsocal.org.