

POLICY AND ADVOCACY ASSOCIATE

Job Title:	Policy and Advocacy Associate
Reports to:	Policy and Advocacy Director
Status:	Exempt
Location:	O’ahu, Hawai’i
To Apply:	Please submit a cover letter, resume, and a list with three professional references to Peggy Mierzwa at peggy@hiphi.org by March 11, 2024, at 11:59 PM.

About Hawai’i Public Health Institute

Hawai’i Public Health Institute (HIPHI) is a nonprofit organization established in 1996 as the Coalition for a Tobacco-Free Hawai’i to address the high rates of tobacco use in Hawai’i. In 2012, the organization moved from a singular focus on tobacco issues to a broad public health mission. Today, HIPHI’s mission is to advance the health and wellness of the people and islands of Hawai’i by:

- Expanding understanding of what creates health of people and place, embracing upstream social, cultural, and environmental factors;
- Fostering partnerships among public health, health care, and other diverse sectors to improve health and wellness; and
- Cultivating programs including education, advocacy, research, capacity building and training—to improve policies, systems, and the environments where people live, learn, work, age, and play.

HIPHI’s advocacy and programmatic work spans multiple issue areas, including oral health, food and agriculture, nutrition and physical activity, tobacco control and prevention, transportation and public safety, and environmental health. HIPHI has become a go-to organization for public health advocacy, education, organizing, capacity building, and technical assistance.

Position Summary

Hawai’i Public Health Institute (HIPHI) is seeking a passionate Policy and Advocacy Associate with integrity and desire to work in a dynamic, mission-driven environment. This position serves as a key member of HIPHI’s Policy and Advocacy Team, reporting directly to the Policy and Advocacy Director, and will help to lead and support the continued growth of HIPHI through the development and advancement of policies that address all areas of public health including tobacco prevention and control, health eating and active living, social determinants of health, oral health, and food systems resiliency.

This position supports HIPHI in policy and grassroots advocacy efforts through strategic policy plan development and execution, including grassroots building, management, and outreach to existing and potential partner organizations to encourage sound policy decisions and advance

HIPHI's mission. This position works closely with the Policy and Advocacy Director to advance state and local policy priorities aligned with HIPHI's mission.

Essential Duties and Responsibilities

Support the scope of work under the Policy Director, such as the convening and facilitating of strategic policy and advocacy planning processes; establishing short and long-range goals, conducting strategic issues-based campaign plans, and enlisting support from members, staff, volunteers and other organizations. Represent or provide support at all relevant meetings.

Legislative Support

- During the Hawai'i State Legislative Session provide key support including, but not limited to, creating and maintaining bill tracking, convene policy meetings, track legislative progress of HIPHI priority bills, and communicate with staff and statewide coalitions regarding legislative progress, needs, and plans.
- Support relationships with lawmakers through communication via email, phone, and in-person meetings to maintain and develop strategic partnerships.
- Responsible for the drafting and communication of priority bill alerts to policy working groups.
- Key planning and support partner for lobby days, including Take Down Tobacco Day, We Grow Summit, and Opening Day.
- Assist with drafting of testimony.
- Attend hearings, and provide testimony if needed.
- Provide updates to the HIPHI Board, HIPHI members, employees, and all of the HIPHI coalitions.
- Contribute to and support effective strategies on priority legislation including talking points, briefings, research notes, and other presentations for both internal and external audiences; educate legislators through testimony and by other means on HIPHI's position and seek passage or defeat of all relevant legislation.

Policy Research

- Conduct various forms of research on relevant policy and health topics utilizing local and national media outlets.
- Analysis of state and national data; analyzing, synthesizing, and summarizing dense and complex information accurately, clearly, and quickly.

Writing & Communication

- Develop policy communications materials in coordination with lead staff in HIPHI's program areas, including fact sheets, infographics, and websites.
- Assist in the drafting, dissemination, collection of HIPHI's annual elected official/candidate survey, annual Legislative Recap, annual Policy Agenda, and related policy priority publications (ie issue briefs).
- Assist with grant writing and grant reporting.

Coalition Building

- Work with all relevant HIPHI partners and build alliances to support local and state-level legislative priorities.
- Coordinate consultant activities such as policy consultants, paid lobbyists, or communication contractors to coordinate and implement strategic plans and strategies to defeat or pass legislation as necessary.
- Help to schedule and facilitate statewide coalitions convened by HIPHI.
- Develop procedures and manage a system to provide ongoing training and technical assistance in public health policy and advocacy efforts across the state, including assessments to ensure the continued capacity building, diversity and effectiveness of these groups.
- Assist with logistics of special events as needed.

Other

- Participate in staff meetings and support the overall work of the organization.
- Expected to support organizational culture that is consistent with our work in Public Health.

*The position description is intended to describe the general nature and level of work being performed by the person in the job. It is not intended to be an exhaustive list of all responsibilities and skills required.

Education, Experience, and Qualifications

Minimum Qualifications

- Bachelor's degree or 3 years of advocacy experience.
- Technical skills including use of Google Suite (drive, docs, sheets, slides, forms, calendar, etc.), calendar management tools, and project management tools/software.
- Experience in managing/recording meetings and events information and documentation.
- Strong interest in public health issues and commitment to health equity and justice
- Ability to develop and maintain positive and productive relationships with policy partners.
- Excellent oral and written communication skills
- Strong public presentation skills (including usage of Canva/Slides/PowerPoint)
- Strong relationship and community-building abilities.

Desired Qualifications

- Master's Degree in Public Health, Urban and Regional Planning, Public Policy, or Public Administration, Social Work, Sociology, or Political Science, or equivalent experience preferred.
- Experience coordinating community organizing campaigns or policy advocacy initiatives.
- Online platform creation knowledge ie WordPress
- Understanding of the legislative process and local county governments

- Demonstrated commitment to coalition building or collaborative approaches to solving social problems.
- Experience working with diverse communities.
- Ability to help develop, implement, and evaluate policy initiatives.
- Ability to work in individual and team settings

Compensation and Benefits

The salary for this full-time position is \$50,000 - \$60,000 annually.

Benefits at HIPHI include:

- A hybrid working environment is an option with prior discussion and approval by management.
- A collaborative work culture with flexible scheduling and promotes work-life balance.
- Laptop, virtual phone line, and other work-from-home supplies.
- 20 days of paid time off, 11 HIPHI-observed holidays, and 5 floating holidays per year.
- Medical and dental insurance (100% of premium covered for the employee; 50% coverage for spouse/family).
- Flexible spending accounts for medical, dependent care, and other eligible expenses.
- Cell phone and internet stipend.
- Opportunities to attend conferences and other professional development opportunities.
- 401K retirement plan with an employer contribution (contribution starting after 1 year of employment).
- A qualifying employer for the Public Service Loan Forgiveness (PSLF) Program, which forgives the balance of federal student loans for individuals working in public service.

HIPHI outsources HR functions to Altres Staffing, which has a number of additional benefits that would begin upon hire.

To Apply

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For any questions, please contact Peggy Mierzwa at peggy@hiphi.org or (808) 591-6508 ext. 6.

Hawai'i Public Health Institute is an Equal Opportunity Employer