



MedGlobal

Job Title:

Advocacy Coordinator

About MedGlobal:

MedGlobal is an international medical non-profit organization providing health services to people in need, including refugees and displaced persons, in disaster and underserved regions. The organization is composed of medical and public health volunteers of diverse backgrounds.

Job Summary:

MedGlobal's Advocacy Coordinator gives voice to the mission of our organization in efforts to achieve policy-related goals and objectives through direct advocacy with the U.S. government. This position coordinates closely with program staff, issue leads, and communications staff to craft and carry out advocacy initiatives on MedGlobal's priority issues.

Key Responsibilities:

- Coordinate and develop policy related to the MedGlobal Program, ensure these policies are subsequently communicated through appropriate channels for example but not limited to UN agencies, USG, foundations and other academic and global health institutions

- Policy tracking and analysis - Keep abreast of current political developments and contextual realities on issues related to MedGlobal's programs, analyzing information from internal and external sources to develop integrated policy impact strategies
- Writing and materials development - Produce education and communication materials such as position papers, op-ed's, talking points, action alerts, newsletters, and content for the website in consultation with the Communications department and manage the process for review
- Coalition and partner engagement - Play an active role in key coalitions and advocacy groups to advance specific policy goals and actively seek opportunities to collaborate with organizations, professional groups, institutions, etc. that will expand the reach and maximize the effectiveness of MedGlobal
- Event coordination and public speaking - Coordinate and participate in briefings, public actions, press outreach, and other events in Washington, D.C. on key areas of concern
- Relationship management across multiple platforms to include influential policy circles, corporate, institutional, technology, and faith foundations
- Collaboratively work with the Grant and Development Coordinator

- Educate and train MedGlobal volunteers on policy issues
- Supervise interns
- Report to the President

Required Qualifications:

- Bachelor's Degree with at least 3 - 5 years of experience. Master's degree a plus.
- Prior experience working with public policy, advocacy, preferably in areas related to the work of MedGlobal.
- Close familiarity with federal policymaking institutions and processes and experience in developing effective strategies to impact public policy at the national level.
- Demonstrated experience working in direct advocacy and grassroots organizing contexts on issues of concern, including a proven ability to reach out collaboratively to individuals, groups and organizations.
- Excellent oral, written, and interpersonal communication skills, including proficiency in distilling complex information into digestible forms for diverse audiences.
- Aptitude for critical listening, observation, and information-gathering from a range of sources.

- Comfort with both self-direction and constructive collaboration in developing, advancing, and effectively implementing strategies and initiatives to influence public policy.
- Ability to successfully juggle multiple advocacy issues and competing demands in a fast paced, rapidly changing environment.
- Demonstrated ability to carry out and complete both short-term tasks and long-term projects in a timely fashion.
- Strong organizational skills and attention to detail.
- Flexibility to attend evening and weekend meetings and accommodate occasional travel, both within the U.S. and internationally as needed.

Job type:

Full-time (contractor based for 6 months)

Job location:

Remote - but prefer candidate to be located in the Washington D.C. area..

How to apply:

To apply for this position, please send a cover letter, resume and contact information to careers@medglobal.org with subject line:

Advocacy Coordinator Application