

# Position Description: Environmental Justice Policy Coordinator, Health Policy Team

## Team overview: Health Policy

The Health Policy (HP) team is responsible for developing AMSA's policy positions and legislative agenda, for supporting policy-related programming and advocacy, and for promoting AMSA's presence and visibility in policy-related efforts.

The make-up of the Health Policy Team has been designed to cover issues that are addressed throughout AMSA's Action Committees & Teams as well as campaigns. Each policy coordinator provides policy-related expertise for corresponding Programming/Advocacy Coordinators. The policy coordinators are also encouraged to initiate policy-related programming and advocacy in collaboration with Programming/Advocacy Coordinators, as well as promote skills in policy-related advocacy in collaboration with the Advocacy Development Coordinator.

During the summer, the HP team will update AMSA's legislative agenda for the upcoming year. This process will require the assistance of other national leaders and staff, a deep understanding of AMSA's mission and principles, and knowledge of current policies and policy opportunities. A brief update report is encouraged halfway through the year.

The Health Policy Team will also participate in development and planning of Advocacy Day by contributing their expertise and legislative updates to the planning committee.

## Position Description

The Environmental Justice Policy Coordinator will assist in the development of AMSA's legislative agenda, particularly in areas of Environmental Health.

As a national Policy Coordinator, the Environmental Justice Coordinator will fulfill the duties of a national Policy coordinator as described further below.

The Environmental Justice Policy Coordinator will be responsible for contacting, consulting, and collaborating with the Programming/Advocacy Coordinators, and chair of the Environmental Health Action Committee.

The Environmental Justice Policy Coordinator will research current policies, determine the policy positions that AMSA may support, and identify strategies/areas for policy-related efforts, particularly in areas of environmental health and climate change. The Programming Coordinators will confer with the Environmental Justice Policy Coordinator to identify strategies/areas for policy-related programming for our membership. The Advocacy Coordinators will confer with the Environmental Justice Policy Coordinator to identify

strategies/areas for policy-related advocacy by our membership. Note that the Programming Coordinators and Advocacy Coordinators will remain under the direction of their respective Chair.

## Term and transition

The term of a policy coordinator is one year, **beginning on May 1 and ending April 30.** Before the term begins, however, a transition period starts immediately after the coordinator is selected and notified. During this transition period, the incoming coordinator will work closely with the outgoing coordinator to learn about the position and the work of the committee or team.

Coordinators are overseen by the chair of their Team. In addition, they will be supported by the Vice President for Leadership Development (VPLD) and the Vice President for Program Development (VPPD).

## Common responsibilities for Policy Coordinators

Policy Coordinators work to design, develop, and execute various elements of AMSA's policy. These elements include legislative agenda items, action alerts, letters and blog posts, communications with health policy leaders, partnerships with policy-driven organizations, opportunities for programming or advocacy. Particularly in their content area, they will utilize and develop skills in policy to

- **Build and execute programming and advocacy action items** related to AMSA's policy priorities as directed by the Board of Trustees
- **Create policy-related programming** in collaboration with Programming Coordinators.
- **Identify opportunities for policy-related advocacy** in collaboration with Advocacy Coordinators.
- **Identify opportunities for AMSA to act** as an organization, e.g., letter sign-ons.
- **Provide updates** on policy to AMSA members and leaders.
- **Maintain relationships** with partnership organizations for AMSA, and identify or connect with new partners, particularly toward collaborative policy efforts.
- **Engage members** regularly in policy efforts.
- **Support members** in their own policy efforts.
- **Provide assistance** in planning of Advocacy Day, if scheduled.
- **Create and Edit** Resolutions for the Preambles, Purposes and Principles (PPP)
- Other duties as assigned.

## Additional requirements and responsibilities

- **Priority is given to medical student applicants.**
- **AMSA membership is required.**
- **Establish and maintain contact with the leader's own local AMSA chapter.** Attempt to attend both the chapter's tabling events, initial recruitment meetings, and subsequent chapter activities.
- **Work with other national leaders in the competition to recruit new members.** Individual recruitment of at least five new members during the leadership year is strongly encouraged.

- **Submit a mid-year report by November 30, and the end-of-year report by April 1.** A coordinator's reports are submitted to the chair of their committee. This report should document work accomplished for the committee's Week of Action, engagement with leaders, any chapter officers, and AMSA members.
- **Participation in the AMSA Leadership Program before or during the leadership term is encouraged.**
- **Required meeting attendance**
  - Committee meetings (virtual), typically one or two per month
  - Mandatory In-person event, **June 13 - 18, 2023** Convention/Building on Foundations national leadership training
  - Travel, hotel, and food are provided for mandatory in-person meetings with some restrictions.