

Position Description:

Advocacy Coordinator, Community & Public Health Action Committee

Action Committee overview: Community & Public Health

The Community & Public Health (CPH) Action Committee is responsible for executing AMSA's programming and advocacy efforts in issues of community health and public health, including but not limited to climate change, food production and environmental impact, public health, health promotion, preventive medicine, primary care workforce, disability rights, structural competencies, telemedicine, and environmental health.

Position description

Advocacy Coordinators are understood to serve within the larger context of AMSA's Advocacy and Action work. Leveraging their areas of expertise, they will engage in the following in close consultation with AMSA's Legislative Affairs Director:

- **Organize and lead Advocacy Bootcamps and skill-based trainings** which provide students with the opportunity to engage in timely, directed action on a matter relating both to AMSA's organizational advocacy priorities and the scope of their Action Committee.
- **Develop and maintain advocacy-related opportunities** that deepen student engagement in organizational issue-advancement efforts, including but limited to cultivating practical competencies, such as power mapping, legislative meeting skills, and tools aimed to strengthen the confidence needed to drive systemic change.
- **Support the development of advocacy resources**, including but not limited to skill-building tools, policy briefs, action guides, and communication materials, that are maintained and assessed periodically throughout each leadership term to remain aligned with AMSA's advocacy priorities and evolving member needs.
- **Oversee the alignment of committee-specific projects with AMSA's core advocacy priorities**, thoughtfully integrating Advocacy & Action deliverables into all initiatives.

Term and transition

The term of an Action Committee 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 Action Committee. 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 Action Committee Programming Coordinators

Advocacy Coordinators work to design, develop, and execute various elements of AMSA's advocacy. Advocacy includes—but is not limited to—grassroots organizing, awareness campaigns, membership engagement and mobilization, and contacting policymakers. Particularly in their content area, they will develop and use skills in advocacy to:

- **Build and execute programming and advocacy action items** related to AMSA's policy priorities as directed by the Board of Trustees.
- **Organize and lead** advocacy bootcamps, weeks of action, skill-based trainings, and beyond, that deepen student engagement in organizational advocacy efforts and strengthen the confidence needed to drive systemic change.
- **Continue sustaining projects** and create new advocacy projects.
- **Identify gaps in physician training** as opportunities for advocacy.
- **Promote advocacy opportunities** to membership.
- **Assess the effectiveness of AMSA advocacy** and areas for improvement.
- **Collaborate with members, leaders, or staff** in the development of AMSA advocacy.
- **Partner closely with corresponding Advocacy coordinators** in other Action Committees to ensure shared execution amongst AMSA's priorities.
- **Maintain relationships with partnership organizations** for AMSA, and identify or connect with new partners, particularly toward collaborative advocacy efforts.
- **Engage members regularly** in advocacy efforts.
- **Support members** in their own advocacy efforts.

Advocacy Coordinators are national leaders of AMSA. In their committee's content area, they will develop and use skills in leadership to:

- **Represent AMSA's mission** and work to our members, our partners, and the public.
- **Work effectively and responsibly with members, leaders, and staff.**
- **Build the organization by refining our principles and operations**, inspiring members and leaders, and strengthening AMSA's presence.

Advocacy Coordinators serve as content experts for AMSA. Particularly in their content area, they will develop and use skills in research and communication to:

- **Build knowledge in their content area**, including past/current events, up-to-date terminology or practices, resources, experts, AMSA's principles, etc.
- **Document knowledge** for the reference of members, leaders, or staff.
- **Provide consultation for members, leaders, or staff.**

- **Assess AMSA's principles and work to update them** as needed through processes outlined in AMSA's Constitution, Bylaws and Internal Affairs document (CBIA).

Additional position 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, Annual Convention and Building on Foundations national leadership training
 - Travel, hotel, and food are provided for mandatory in-person meetings with some restrictions.