

Job Description

Title: Policy and Advocacy Specialist

FLSA Classification: Exempt

Location: Must be located in North Carolina

JOB DESCRIPTION

Summary:

The Advocacy and Policy Specialist supports the organization's policy and advocacy initiatives aimed at advancing public health and improving community well-being. This role contributes to policy research, stakeholder engagement, and advocacy activities that inform decision-making and advance organizational priorities at the local, state, and/or federal level.

The Specialist works collaboratively across teams to translate complex policy issues into accessible information, support advocacy campaigns, and strengthen relationships with community partners and decision-makers.

This position operates in a hybrid work environment, with a combination of remote work and in-person responsibilities. In-person work may take place at the organization's Cary office or at meetings and events in the community. Staff will be provided at least five (5) days' notice for required travel or in-person engagements whenever possible.

Organizational Responsibilities/Essential Functions:

- Support the mission of FHLI through daily engagement with colleagues and work patterns
- Represent the values of FHLI in important partnerships and programs
- Comply with handbook policies and procedures
- Attend mandatory team and staff events
- Participate in the improvement of process and work culture at FHLI
- Work with a high degree of professionalism in all tasks and interactions
- Accountability for time and FHLI resource utilization

Programmatic Responsibilities/Essential Functions:

Policy Research and Analysis

- Monitor and analyze legislation, regulations, and policy developments relevant to the organization's mission.
- Conduct policy research and synthesize findings into briefs, memos, reports, and presentations.
- Track policy trends and provide updates to internal teams on emerging opportunities and risks.
- Support the development of policy recommendations aligned with organizational priorities.

Stakeholder and Coalition Engagement

- Serve as a liaison between FHLI and other community stakeholders (e.g North Carolina Institute of Medicine)
- Build and maintain relationships with community partners, coalitions, and advocacy networks.
- Represent the organization in meetings, coalitions, and community forums when appropriate.
- Support collaborative advocacy initiatives and joint policy efforts with partner organizations.

Project Coordination

- Assist with managing timelines, deliverables, and documentation for advocacy and policy projects.
- Maintain tracking systems for legislation, stakeholder engagement, and advocacy activities.
- Support evaluation and reporting on policy and advocacy initiatives.

Communication and Education

- Translate policy issues into clear and accessible materials for diverse audiences.
- Collaborate with communications staff to develop advocacy messaging and public education materials.
- Contribute content for newsletters, reports, presentations, and digital platforms
- Develop graphics, marketing materials, and multimedia content that support policy messaging and program initiatives.

Other tasks as assigned

Skills and Capabilities:

Required

- Demonstrated ability to synthesize policy information and communicate it effectively to diverse audiences.
- Strong writing, editing, analytical, and storytelling skills.
- Ability to work collaboratively with cross-functional teams and external partners.
- Clear, persuasive written and verbal communication.
- Ability to translate technical information into accessible formats.
- Strong attention to detail and project management skills.
- Ability to manage multiple projects and deadlines.
- Commitment to equity in policy and practice.

Preferred

- Experience managing digital communication platforms, including websites, email systems, and social media.

Education, Certification, and Years of Experience:

- Bachelor's degree in public health, public policy, communications, journalism, or a related field.
- 3+ years of non-profit experience.
- 2+ years in policy, public health, advocacy, or related work.

Physical Requirements

- NCDL required
- Ability to sit for long periods
- Ability to lift up to 25 pounds
- Ability to stand for long periods during community/organizational events

Travel Required

Up to 25% of work time

EEO statement: *We are an equal employment opportunity employer and do not discriminate against any person because of race, color, creed, religion, national origin, political affiliation, sex, gender identity or expression, sexual orientation, age, disability, genetic information, or other reasons prohibited by law (referred to as "protected status"). This nondiscrimination and opportunity policy extends to employment, use of all company facilities, membership, board service and leadership, volunteerism, participation in any of the organizations programs or services and all employment actions such as promotions, compensation, benefits, and termination of employment.*

NOTE: *The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the work. Duties, responsibilities, and activities may change at any time with or without notice.*

