

## **Knowledge Services Health Policy Coordinator**

### **Purposes and Overall Responsibilities of this Position:**

The Health Policy Coordinator works under the guidance of the Comprehensive Cancer Control (CCC) Program Director to coordinate planning, implementation, and evaluation of policy-related interventions. The position is also responsible for advancing awareness and understanding of policy at the state and local levels and offering effective strategies to plan, adopt, and enforce policies related to cancer prevention and control. Work is broad in scope involving complex program elements which require analytical, interpersonal, and strong writing skills.

### **Job Duties and Responsibilities:**

- Coordinates efforts with the Indiana Cancer Consortium (ICC) and the Division of Chronic Disease Prevention and Control, Division of Nutrition and Physical Activity, Tobacco Prevention and Cessation Division, Healthy Communities Division, and Cancer Section at the Indiana State Department of Health (ISDH) as well as other external partners to implement policy agenda
- Works with ICC Data Committee to identify communities with a disproportionate burden of cancer, as well as other chronic diseases, and risk factors
- Works with Communities Partnership Coordinator at ISDH to assess readiness for policy change(s) in communities of highest need
- Documents community-based public policies related to cancer and monitors effectiveness
- Provides technical assistance to communities in order to build ready political environments
- Administers mini-grants to communities throughout Indiana to support local initiatives, such as smokefree air ordinances and Complete Streets policies
- Secures ICC representation at local town hall meetings to support policy initiatives related to cancer prevention and control
- Works with the CCC Program Director, Health Education and Communications Coordinator, and Marketing Coordinator at the ISDH to develop, implement, and evaluate a communications plan to generate earned media supporting policy initiatives
- Leverages resources necessary to support priority legislation and campaign activities
- Promotes advocacy as a critical intervention for cancer prevention and control among ICC members, supportive coalitions, and related program areas
- Supports ICC committee and action team efforts to implement policy initiatives
- Monitors state legislation of interest to the Cancer Section, and in collaboration with the ICC Advocacy Committee, develops appropriate strategies and campaigns to support or oppose such legislation
- Produces relevant materials to develop and support public policy initiatives, legislation, and regulations related to policy initiatives
- Works with the CCC Program Director, ICC Evaluation Workgroup, and the Center for Evaluation and Education Policy to ensure evaluation of policy- and advocacy-related efforts and timely reporting to the Centers for Disease Control and Prevention

### **Job Qualifications:**

Master's Degree in Public Health Policy, Political Science, or a related degree preferred. Two to four years relevant experience needed.

### **Knowledge, Skills, and Abilities:**

- Ability to effectively communicate both verbally and in writing to professionals and general public
- Ability to interpret federal, state, and local laws, regulations, and policies pertaining to public health

- Ability to analyze state and local level political environments to identify trends that make a policy more or less likely to be adopted
- Working knowledge of The Associated Press Stylebook
- Computer knowledge in Microsoft Outlook, Word, PowerPoint, and Excel
- Working knowledge of local, state, and national CCC-related resources and programs
- Experience with project coordination in an interdisciplinary/team environment
- Ability to establish and maintain effective working relationships with federal, state, local community, and/or health organizations and other stakeholders
- Ability to travel - Requires up to 10 percent overnight travel (in- and out-of-state) and may require 20 percent in-state local travel

Contractor reimbursed at hourly rate equivalent to annual salary of \$42,000 to \$46,000 plus vacation, sick time, and state holidays. Medical, vision, and dental benefits are not included.