



AMERICAN ACADEMY OF OTOLARYNGOLOGY- HEAD AND NECK SURGERY

Grassroots Advocacy Specialist

*Advocacy Business Unit
Non-Exempt*

Reporting Structure:

The Grassroots Advocacy Specialist reports to the Senior Manager, Congressional & Political Advocacy and the Senior Manager, Economic Health Policy Advocacy.

Qualifications

Bachelors' degree or equivalent experience required with 1+ years prior association and/or grassroots experience strongly preferred. Knowledge of healthcare policy and the legislative process highly desirable. Must be able to coordinate advocacy communications to membership in a fast-paced environment with superior attention to detail. Professional demeanor required, with strong oral and written communication skills, ability to convey concepts clearly, and excellent organizational and interpersonal skills. Self-starter with proactive problem-solving abilities. Familiarity with computer applications, including advocacy alert software, Word, Excel, and PowerPoint.

Key Responsibilities

- Coordinate the development and delivery of advocacy communications to AAO-HNS members, supporting the Academy's political, federal legislative, state legislative, and health policy advocacy campaigns.
- Promote member involvement in AAO-HNS advocacy campaigns and programs.
- Develop and maintain grassroots databases and promote technological innovations to improve program efficiencies and effectiveness.

Specific Duties

- Actively promote and maintain key legislative grassroots programs, including the ENT Advocacy Network and PROJECT 535 key contacts initiative.
- Maintain the practice management member inquiry database and update template responses, as needed.
- Track and develop reports on the effectiveness of AAO-HNS advocacy communications.
- Assist in the development of advocacy action alerts, talking points, and grassroots messages and ensure routine dissemination of such information to members and staff.
- Maintain the Advocacy website and facilitate timely updates.
- Coordinate and support departmental efforts for AAO-HNS Annual Meetings, leadership conferences, and AMA House of Delegates meetings.
- Draft content and help coordinate submissions for the *Bulletin*, the AAO-HNS monthly publication; *The OTONews*, a weekly email communication; and *The ENT Advocate*, a monthly electronic newsletter.
- Represent the AAO-HNS at selected meetings and conferences, with some travel necessary.

Please submit your resume, cover letter and salary, expectations through one of the following options:

- **Email:** Attach a Word document or copy and paste your cover letter and resume and send to employment@entnet.org.
- **Mail:** AAO-HNSF, 1650 Diagonal Road, VA 22314-2857 Attention: Human Resources
- **Fax:** 1-703-683-5100



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- Serve as liaison to the Communications Business Unit.
- Participate on an internal team or AAO-HNS committee, through formal assignment and/or on an ad hoc basis.
- Consistently demonstrate proactive, courteous, cooperative, and helpful customer service behavior to all contacts, both internal and external.
- Perform other job-related duties as assigned.

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