



Advocacy Fellow

This is a six-month contract position with the potential to be extended if new grant funding is received. The Advocacy Fellow supports the National Alliance for Caregiving (NAC) Advocacy Department with the aim to further NAC's vision of a society that values, supports, and empowers family caregivers—drawing on NAC's mission to build partnerships in research, advocacy, and innovation to make life better for family caregivers.

A core component of NAC's work is to advocate for national level policy improvements across the aging, healthcare, disability, financial security, and social service sectors.

NAC's strategic objectives for advocacy is to advance caregiving as a public health issue and build awareness that changes the national conversation to empowering caregivers to thrive at home, work, and life.

The Advocacy Fellow will manage day-to-day logistics and activities related to NAC's advocacy initiatives and may assist with policy analysis for legislative priorities that are national in scope. The Advocacy Fellow will also serve as the liaison for the National Family Caregiver Advocacy Collaborative and may represent NAC in coalition meetings with key stakeholders as needed.

Key Responsibilities

Manage advocacy initiatives

- Serve as a project manager for NAC advocacy special projects by monitoring project deliverables, timelines, partner correspondence, and logistical details for meetings and events.
- With input from the Advocacy Collaborative and NAC team, draft and revise policy briefs, fact sheets, action alerts, and assist with congressional outreach.
- Work with the NAC communications team to disseminate advocacy materials to the NAC network and other key stakeholders.

Assist with policy analysis

- Develop a catalogue of advocacy materials around policy priorities for the NAC website, including recent copies of sign-on letters, research and evidence-based information, and other key updates as needed.
- Monitor current trends in caregiving legislation. Track and assist regulatory priorities in partnership with the Innovation Director.

- May assist in drafting federal legislative comments, Capitol Hill testimony, or other public-facing documents on behalf of NAC's leadership, including the President and CEO.

Serve as Advocacy Collaborative liaison

- Support the NAC advocacy infrastructure for grassroots and grasstops advocates including managing Advocacy Collaborative meetings, maintaining an online advocacy database, and updating content on the NAC advocacy webpage.
- Attend conferences, coalition meetings, or policy events as needed to support Advocacy Collaborative efforts.

Qualifications

- Strong candidates should be detail-oriented, passionate about politics, and knowledgeable about aging/disability/healthcare related issues.
- While not required, prior Capitol Hill experience is preferred.
- Bachelor's degree in social work, political science, health policy, or a related field.
- At least 3 years of experience in political science, public administration, or health policy; or a master's or other professional degree in a related field.
- Superior written and verbal communication, including persuasive writing (such as public policy briefs).
- Proficiency with computers, including intermediate - advanced skills in MS Word, Outlook, Excel, and PowerPoint.
- Personal characteristics that align with NAC's core values, described as follows: "Our work is guided by an authentic and passionate commitment to family caregivers that is human-centered, data-driven, collaborative, and inclusive."

Compensation and Benefits

- Salary: USD \$30,000/six months
- Kaiser Permanente Health Insurance and Guardian Dental Insurance, with employee contribution
- Life and Disability Insurance
- Monthly stipend for mobile phone usage
- Paid Time Off, accrued bi-weekly, pro-rated to 15 days annually
- Up to 5 Paid Sick Days (prorated to start date) immediately available
- Paid Federal Holidays and Winter Holiday (Office closed 12/24 – 12/31)
- Paid Monthly WMATA SmartBenefits or Paid Parking (Post-COVID19) up to \$130/monthly
- Flex time and remote work available