

## JOB DESCRIPTION

**Job Title:** Director of Legislative Affairs (LAD)  
**Reports To:** Executive Director  
**Status:** Full Exempt

This job description provides a general guideline to the most common duties, responsibilities, and minimum requirements for this position. It is not fully inclusive of all the position itself may require and may be subject to alterations based upon the needs of the organization. While the position follows a 40-hour/week expectation, hours may include nights, weekends, and travel. These hours will be balanced and can include flexibility to ensure overlap with active student hours. When travel is encouraged or requested, administrative days will be provided.

### Summary of Position:

The LAD will directly report to the Executive Director and will serve as the primary anchor for AMSA's advocacy strategy, policy initiatives, and external engagement efforts to advance the Association's mission and policy priorities. Through this role, the LAD will work alongside key staff members to advance the organization's mission and values. To do so, the LAD will ensure that the Association's advocacy efforts are organized and follow a cadence which uplifts the tenants of the organization. Initiatives are to be led at the national, state, and local levels, working collaboratively with key internal and external stakeholders to shape policies that impact medical students, healthcare professionals, and the broader body of medicine at large. The LAD will also be responsible for developing and executing advocacy initiatives, providing training and support to AMSA chapters, overseeing policy-related matters aligned with AMSA's goals, and cultivating partnerships with strategic allies, alumni, and allied organizations.

### Principle Duties:

#### Leadership & Representation

- Supports the development of a key strategy surrounding the execution of the organization's vision and advocacy priorities, as they relate to the ever-changing socio-political environment.
- Embodies AMSA's values and core competencies, serving as a visible leader and advocate for the Association.
- Provides creative and decisive thought leadership to shape AMSA's advocacy and policy priorities.
- Represents AMSA in external forums, coalitions, and legal proceedings, advocating for policies and an infrastructure of healthcare that aligns with AMSA's missions and values.
- Builds and cultivates relationships with key stakeholders, including policymakers, advocacy groups, medical organizations, allied public health, social justice, human rights-driven coalitions, and beyond, as appropriate, to amplify AMSA's influence and impact.
- Provides regular updates to the Board of Trustees on the organization's advocacy initiatives

#### Advocacy & Policy Strategy

- Serves as a voting member of the Action Committees & Teams Executive (ACTE) body, providing critical staff support in the overall function and cohesion of this body, while facilitating the broader vision and strategic direction of AMSA's Action Committees & Teams Executive (ACTE) leadership.
- Provides ongoing leadership support to ACTE by coordinating communication, project management, and follow-through across Action Committees & Teams, and ensures a clear threadline between ACTE initiatives, national leadership development efforts, and AMSA's broader organizational goals, in collaboration with the VPPD, VPLD, and staff.
- Leads the design, coordination, and implementation of advocacy campaigns at the national and chapter levels, empowering AMSA members to engage in grassroots initiatives.
- Oversees policy efforts and advocacy strategies in close collaboration with the Executive Director, National President, other student staff, and external counsel to develop, refine, and implement AMSA's overarching advocacy priorities, ensuring alignment with both mission and values and the wavering landscape.
- Prepares official LAD statements, including sign-ons to support campaigns, policy letters, amicus briefs, and relevant legislative documents which uplifts the organizational mission and ensures consistency with policy goals
- Provides assistance to BOT and President as needed for related statements and initiatives.

- Tracks and analyzes emerging policy issues affecting medical education, healthcare access, health equity, human rights, student welfare, and beyond, ensuring AMSA leadership and members are informed and mobilized to respond.
- Works directly with policymakers and legislative bodies to advocate for AMSA's key policy positions, participating in any efforts possible to expand reach and impact.
- Assesses efficacy of advocacy campaigns and legislative actions, collecting feedback, analyzing outcomes, and utilizing this data to refine and grow future efforts.

### **Chapter & Member Engagement**

- Provides comprehensive training, workshops, resources, and mentorship to AMSA chapters to strengthen grassroots advocacy and engagement, equipping members with the knowledge and tools necessary to engage in grassroots advocacy.
- Offers ongoing mentorship to national leaders, chapter leaders and members, supporting them in the development and refinement of the skills necessary to effectively contribute to policy changes as a future physician.
- Ensures members are empowered to participate in national programming, advocacy initiatives, and policy efforts and ensures member offerings of advocacy efforts through educational resourcing, skill-building, and community-building.
- Encourages member-driven policy proposals.
- Supports chapters and members in envisioning and creating sustainable events, campaigns, and all advocacy efforts in need of guidance, ensuring alignment with AMSA's priorities, missions, and values.
- Serves as a first-line resource for member inquiries related to advocacy and policy.
- Provides timely responses and support members in their understanding of legislative processes and policy issues which relate to the body of medicine, public health, social justice, and beyond.

### **Strategic Partnerships & External Relations**

- Develops and strengthens relationships with alumni, allied nonprofits, associations, health care organizations, allied organizations (public health, social justice, etc), and policymakers to advance AMSA's advocacy efforts and policy priorities.
- Proactively seeks engagement with additional stakeholders, building and nourishing allies to support AMSA's mission and to amplify AMSA's organizational voice and presence.
- Represents AMSA in coalitions and collaborates on campaigns of mutual interest, ensuring that the organization's priorities are advanced and serving as a primary representative of AMSA's advocacy efforts within these constituencies, including key staff members.
- Maintains a regular presence with key policymakers, legislative bodies, and allied groups within the healthcare, public health, and social justice sectors, engaging in efforts to represent AMSA's priorities and advance advocacy reach for policies affecting medical students, physicians, and the patients and communities they serve.

### **Program Oversight & Events**

- Oversees the planning, logistics, and execution of advocacy-related events, including Advocacy Day and policy-focused sessions at AMSA Convention.
- Oversees and supports execution of weeks of actions, including Health Equity Week of Action (HEWA) and National Primary Care Week.
- Supports the development of leadership and advocacy programs, including assistance with special projects and curricula, as needed, such as Scholars Programs initiatives.

### **Secondary Duties:**

- Assists with special projects as needed.
- Supports fellow staff members and national leaders as needed.

### **Position Specifications:**

#### **1. Essential Use of Following Tools:**

- GSuite
- MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Various Social media platforms to include but not limited to: X, Facebook, YouTube, LinkedIn, Instagram, etc.
- Salesforce

#### **2. Essential Skills/Knowledge:**

- Expertise in all major business software applications (Microsoft Office, Word, Powerpoint, Excel, Google Suite, etc.)
- Considerable skills in leadership, organization, and promotion of AMSA messaging

- Strong communication skills (written and verbal) and interpersonal relationship-building capacities
- Ability to synthesize information into a clear vision and communicate this effectively with others
- Outstanding command of the English language
- Broad fundamental membership and advocacy knowledge
- Can articulate the AMSA's mission and create a value and meaningful draw for prospective members
- Ability to work as part of a team and to work independently; a self-initiator, versatile and assumes risk with responsibility
- Proactive and showcases ability to handle multiple projects simultaneously
- Demonstrated ability to be innovative and solutions-based
- Ability to elicit cooperation and collaboration from a wide variety of sources; fosters a healthy work environment through teamwork with both staff and national leaders.
- Ability to effectively utilize members and volunteers of unique backgrounds, experiences and skills in an integrative manner, including grassroots efforts/campaigns
- Practices sound decision making process that emphasizes win-win scenarios while building rapport and promotes relationships that focus on the priorities of the organization
- Keen awareness of AMSA's budget, strategic map
- Works well and remains focused in an unstructured environment with changing priorities, requires minimal supervision
- Demonstrates strong attention to detail
- Excellent organizational and time management skills, able to plan and coordinate work in order to accomplish goals
- Demonstrative abilities in collaborative team building and consensus

**3. Essential Competencies/Behaviors:**

- Displays mature and professional demeanor, with common sense, and good judgment
- Acts and leads from purpose-driven alignment with organizational priorities, mission, and values
- Self-motivated, member focused, strong interpersonal skills
- Demonstrates an understanding of the importance of the position for the success of the business
- Maintains an optimistic demeanor and disposition, fostering a collaborative environment and demonstrating resiliency, especially during challenging situations
- Able to anticipate roadblocks and initiate appropriate processes that drive success
- Able to cope within a fast-paced work environment; perseveres with tenacity
- Ability to accept change and be flexible; focusing on action and outcomes
- Able to exercise discretion and independent judgment
- Must act with honor, character and integrity at all times
- Must be able to navigate a changing landscape with a high moral compass and devotion to student members above all

**I have read and received a copy of my job description. I understand that it is not all encompassing and is subject to change. I certify that I have read and understand this document in full. I certify that I am capable of fulfilling the expected scope of this role.**

<b>Print Name</b>	<b>Date</b>	<b>Signature</b>	<b>Date</b>
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*Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*