Position Title: Policy Analyst
Department: Public Policy and Advocacy
Reports to: Director, Public Policy, and Advocacy
Status: Full-time (37.5 hours/week), Exempt status
Date: March 28, 2022

The AMP Policy Analyst manages projects, committees, and documents on public policy issues of concern to AMP and the field of molecular pathology. Reports to the Director, Public Policy, and Advocacy.

RESPONSIBILITIES:

- Collaborates with contracted government relations consultants to identify and track issues that may affect molecular pathology and to develop AMP advocacy materials and tools such as position statements, comment letters, testimony, slide presentations and handouts in consultation with committee members and, as appropriate, with policy staff in other organizations.

- Serves as staff liaison and provides administrative support for the Professional Relations and Economic Affairs Committees and their subcommittees and working groups. Administrative tasks will include scheduling meetings and conference calls, preparing agendas and minutes, managing, and distributing documents, maintaining relevant files, facilitating committee communications, obtaining leadership approvals for, and submitting letters and comments.

- Works alongside Director and government relations consultants to advocate for AMP’s positions with federal agency staff, other organizations, congressional staff, and elected officials on Capitol Hill.

- Works alongside the Public Policy Fellow as assigned.

- Manages and writes content and other materials for dissemination via the AMP member listserv, the AMP policy newsletter, website, social media, and other online tools.

- Provides AMP communications staff with content, timeline, and strategy for publicizing advocacy issues and projects; helps to prepare AMP spokespersons.

- Prepare slides for AMP leaders’ presentations and webinars.

- Attends, participates in, and documents the proceedings of selected local meetings and interacts and develops relationships with staff of other organizations.

- Develops and manages AMP website content and pages containing AMP advocacy issues and projects including the grassroots system and the Patient Outreach AMP website.

- Engages with patient advocacy groups and plan the Lunch and Learn event series.
• Helps to plan and facilitate events that further the public policy and advocacy goals of AMP, such as the AMP Molecular Pathology Economic Summit, payer engagement events, and AMP member Advocacy Days.

SKILLS REQUIRED:

• Ability to manage multiple complex to simple projects (both large scale and small scale) independently while meeting deadlines.

• Highly organized and detail-oriented, including excellent time management and decision-making ability; able to appropriately prioritize projects and tasks.

• Excellent conceptual and analytical skills.

• Strong interpersonal skills; able to maintain effective working relationships with others both internally and externally; maintain a professional demeanor when under pressure.

• Ability to analyze federal notices and policy documents and ascertain relevance to the organization’s interests.

• Ability to identify impacts and implications of events and issues and recommend solutions.

• Ability to quickly change priorities and adapt to rapid change in the environment internal and external to AMP.

• Excellent English communication skills, both written and oral.

• Excellent MS Office skills (Windows platform).

EDUCATION AND EXPERIENCE:

• Bachelor’s degree in Life Sciences, Business, Policy, or Management required, graduate degree a plus.

• 4+ years coordinating and implementing multiple projects simultaneously, preferably in medical / scientific associations, government, policy, or advocacy organizations. Graduate programs may suffice.

• The following experience would be considered beneficial:
  o Health policy.
  o Coverage and payment.
  o Writing response documents to federal agencies.

ESSENTIAL FUNCTIONS:

• Extensive use of a computer.

• Move throughout various offices.

• Routinely lift objects less than 10 pounds.

• Occasionally lift objects up to 25 pounds.

• Work is primarily performed in the AMP office and meeting venues.

• Telecommuting up to three days a week may be granted after a planned transition period but is not guaranteed.
• Overnight travel to the annual meeting (up to 7 consecutive days) and the Molecular Pathology Economic Summit (up to 2 consecutive days) required; weekend work involved.

• Travel to local meetings may frequently be required.

• Weekend work may occasionally be required.

APPLICATION:

For more information and to apply, visit http://www.faseb.org/employment. Please upload your resume, a cover letter that addresses elements of this job description, and salary requirements.

BENEFITS:

This is a full-time, exempt position. AMP offers competitive salary and excellent benefits, including 403(b) retirement with employer contributions, insurance (medical, dental, vision, life, short- and long-term disability), free parking, and professional development opportunities.

LOCATION:

The AMP office is conveniently located in Rockville, Maryland and is walking distance to major bus/shuttle lines.

ABOUT AMP:

The Association for Molecular Pathology (AMP) is an international medical and professional association representing approximately 2,500 physicians, doctoral scientists, and medical technologists who perform or are involved with laboratory testing based on knowledge derived from molecular biology, genetics, and genomics. Membership includes professionals from the government, academic medicine, private and hospital-based clinical laboratories, and the in vitro diagnostic industry. Through the work of our subject matter experts, AMP continues to develop and update our evidence-based guidelines to foster and support innovation while establishing clinical best practice recommendations. For information on the Association for Molecular Pathology (AMP), please visit: https://www.amp.org/

AMP is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.