

MAINE ACADEMY OF NUTRITION AND DIETETICS

JOB DESCRIPTION: Public Policy Coordinator (PPC)

Serves a 3-year term as a voting member of the governing board and is an elected position. The ideal candidate will be a member who is interested in helping advocate for their profession for increased visibility and opportunities in public policy, and will have served a minimum of one year on the Public Policy Panel.

Responsibilities:

- This position serves as the key connection/conduit between AND Policy Initiatives and Advocacy staff and grassroots leaders on AND public policy stances and processes.
- Proactively works to expand grassroots participation *Action Alerts*. Maintains an understanding of AND stances on issues and helps interpret their application in non-federal venues.
- Advises Affiliate to abide by AND stances in state and local work.
- Manages a system for making appointments with the state's elected officials in Washington for affiliate members attending AND's Public Policy Workshop or as planned within the State.
- Manages the affiliate table(s) at the AND Public Policy Workshop.
- Leads grassroots training for members at the tables.
- Leads strategic discussions on Congressional meetings.
- Works with Legislative and Public Policy Committee and ADAPAC Board of Directors' members at PPW to facilitate full participation and value accruing to attendees.
- Serves on the affiliate's Public Policy Panel in a substantive role and as a liaison to AND's staff with issues responsibilities.

Revised and approved 3/15/11