**JOB TITLE:** Staff Assistant, Health Policy

**REPORTS TO:**  Director of Health Policy

**WORKS WITH:** Health Policy Team and President & CEO

**BUDGET RESPONSIBILITIES:** None

**CLASSIFICATION**: NON-EXEMPT

**Summary**

The Staff Assistant will serve as a member of the Health Policy Team responsible for providing administrative assistance and coordination of activities for health policy, including research, preparation of and dissemination of policy documents, creating, updating and maintaining organized files and records, event planning and execution among other health policy initiatives.

As needed, assist in other administrative activities in support of LCA’s core programs, mission and goals.

**Essential Duties:**

* Coordinate health policy activities, supporting the work of the Policy Team.
* Maintain databases, including Voter Voice, to distribute information, conduct research and provide reports.
* Arrange and conduct Hill visits at the direction of the Policy Team.
* Conduct research, prepare correspondence, memos and materials for policy meetings, briefings and conferences.
* Represent the organization as needed at policy meetings, events and conferences.
* Manage President’s schedule and travel, including preparation of materials, research and correspondence for key meetings, briefings and conferences.
* Help manage volunteer advocates for targeted policy actions and events.
* Other duties as assigned.

**Skills & Qualifications**

* Bachelor’s degree with 2-3 years of relevant work experience preferably in a health care policy or patient advocacy organization setting.
* Professional interest in federal and state policy, healthcare or issues related to lung cancer.
* Strong written and oral communication skills.
* Excellent organizational skills; ability to handle multiple tasks simultaneously and maintain a system of tracking, monitoring and prioritizing tasks and projects.
* Experience in professional event planning such as meetings, briefings and annual conferences.
* Mature, detailed-oriented individual able to work both independently and in teams.
* Experience with balancing and supporting the administrative needs of multiple executives.
* Flexibility and adaptability in a dynamic environment.
* Commitment to LCA’s mission and vision.
* Demonstrated experience using the Microsoft Office Suite and databases.

**Salary & Benefits**

* Salary is commensurate with experience.
* Generous benefits package included.
* Lung Cancer Alliance is an equal opportunity employer.

Please send cover letter, resume, salary requirements and writing sample to Lung Cancer Alliance through email, [jobs@lungcanceralliance.org](mailto:jobs@lungcanceralliance.org) noting Health Policy in the subject line.

For more information, please visit our website at [www.lungcanceralliance.org](http://www.lungcanceralliance.org)