



JOB DESCRIPTION

Position Title: Regional Field Coordinator- Western Region

Division: Advocacy and Volunteer Services

FLSA Status: Part-time, Non-exempt

Reports to: Advocacy Manager and Director, Volunteer Services **Last Reviewed:** January, 2012

Supervises: N/A

BASIC FUNCTION

The Regional Field Coordinator, with guidance from AADE's Advocacy Manager and Director of Volunteer Services, will assist AADE's western state and local leaders, and their groups' activities with state advocacy and strategic initiatives. The Regional Field Coordinator will actively partner with state and local advocates to develop legislative strategies and help coordinate grassroots campaigns. Will also provide support locally and statewide to volunteer leaders to fully operationalize the online MY AADE NETWORK model in their respective areas. Part-time position; approximately 60 hours per month, with frequent travel (80%) throughout 13-state (includes Alaska and Hawaii) Western region.

ESSENTIAL DUTIES AND RESPONSIBILITIES

ADVOCACY 60%

- Assist in the development of the state legislative coordinator network.
- Maintain working relationships with state legislative coordinators and local advocates and, with the guidance of the advocacy manager, provide assistance and legislative options to advance and promote the diabetes educators licensure legislation.
- With direction from the advocacy manager work in close partnership with state and local advocates to develop legislative strategies and train local activists in the mechanics of a grassroots legislative campaigns.
- Provide and assist in presentations and trainings for local and state activists and leaders including participation at the AADE Annual Conference, regional on location meetings and public policy forums.
- Provide timely updates and weekly progress reports to the advocacy manager on state legislative efforts, alliances and events.
- When applicable, work with the state contracted lobbyist to support the local efforts.

VOLUNTEER SERVICES 40%

- Coordinate on-going meetings with the assigned states' leadership team to assess its current situation, identify critical action items for the next 3-6 months, develop a 12-month work plan, and establish a plan for ongoing communications.
- Make regular phone calls and emails to check on state activities, meetings, and events and provide coaching, and identify resources as needed. An important focus of the on-going communication will be to motivate leaders to achieve their goals. The actual number and frequency will vary with group based on their needs and progress.

- Prepare an operating plan and task list to assist each selected Coordinating Body.
- Participate in AADE staff meetings or conference calls on as needed basis.

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated understanding of advocacy and grassroots issues.
- Prior experience working on state advocacy issues.
- Knowledge of professional membership associations and working with volunteers.
- Ability to write reports and activity summaries.
- Ability to speak effectively in public.
- Ability to build and maintain strong relationships with key stakeholders.
- Ability to communicate effectively with a wide variety of people, both orally and in writing.
- Ability to prioritize a multitude of tasks, and complete assigned projects independently and within scheduled timeframes.
- Ability to work independently with high level of personal accountability.
- Must be computer proficient.

EXPERIENCE/EDUCATION

- Baccalaureate degree in related field preferred.
- Experience in a healthcare association preferred.

PHYSICAL DEMANDS

Must have ability and flexibility to travel regionally and out of state, including overnight travel. Requires ability to communicate and exchange information, collect, compile and prepare work documents, set-up and maintain related work files.

WORKING CONDITIONS

Majority of work performed in an at-home environment. Position requires availability for extended hours plus non-traditional hours required to perform job duties. Also requires participation and attendance at organization sponsored events and meetings across the country.