



POSITION: Government Relations Coordinator

JOB SUMMARY:

The Government Relations Coordinator is responsible for ensuring that SHM's public policy efforts are conveyed to SHM members. Major elements of this position include developing content for SHM communication outlets; maintaining the advocacy web site and related content; and SHM's grassroots network.

DUTIES & ESSENTIAL JOB FUNCTIONS:

- Assist with educating and mobilizing hospitalists across the country on key public policy issues.
- Capitalize on opportunities for grassroots outreach efforts, including creation and distribution of advocacy alerts, calls to action, and educational newsletters.
- Ensure consistency and timeliness of SHM's advocacy website. Maintain web-based Legislative Action Center and assist in the development of membership advocacy alerts/education.
- Coordinate content for communications, including blast email, website and social media.
- Provide support for member driven committees including assisting in the planning and execution of conference calls, Hill Day, and strategic planning meetings. Also assist in the planning and execution of duties related to SHM's annual meeting.
- Provide policy research support.

QUALIFICATIONS:

- Experience or demonstrated interest in government relations, public affairs and grassroots and advocacy. Strong internships will be considered experience.
- Excellent writing skills.
- Bachelor's degree in political science, communications, public relations or related field.
- Ability to prioritize and finish multiple tasks quickly.
- Capacity to work independently as well as collaboratively in a team environment.
- Experience in health/medical association and knowledge of health care delivery and the Medicare program helpful.

Job Type: Full-time

Experience:

- Government relations: 1 year (Preferred)
- Public affairs and grassroots: 1 year (Preferred)

Education:

- Bachelor's (Preferred)