Public Policy Coordinator

**Elected or Appointed:** Appointed

**Reporting Relationship:** Affiliate President

**Position Duration:** 3-year term (recommended), with possibility of reappointment for an additional 3 year term

**Voting/Non-voting:** Voting

**Position Purpose:**
This position is envisioned to be an integral part of the affiliate public policy panel responsible for coordinating federal legislative activities and affiliate public policy panel (PPP). This position serves as federal legislative connection with Academy PIA, meets with members of Congress and reports back to PIA, affiliate board and PPP

**Responsibilities of the position:**
1. Serve as lead on federal policy (issues, updates, trainings) as part of your affiliate’s Public Policy Panel;
2. Serve as the primary information-sharing conduit between the PIA staff in Washington, DC and your affiliate members;
3. Be informed and keep up-to-date with federal legislative issues that concern the Academy’s policy priorities and long-term goals;
4. Assist members with developing constituent relationships with members of Congress and their staff within the affiliate. These relationships will allow you to promote the Academy’s food and nutrition efforts at the grassroots level;
5. Lead efforts to collect and present advocacy materials for grassroots purposes, e.g., meeting with a member of Congress in district;
6. Serve as affiliate leader on engaging members in various grassroots activities such as: action alerts, PAC events, attending town hall meetings, etc.
7. Lead affiliate’s efforts during the Public Policy Workshop which includes: setting up all meetings on Capitol Hill leading up to PPW, leading your Affiliate “table” at PPW and promoting PPW in your state;
8. Keep affiliate board informed of current federal issues;
9. Participate in Academy public policy issues meetings, webinars and open forums;
10. As a member of the affiliate public policy panel, communicate with the panel on federal legislative issues;
11. Develop a public policy plan of work with the public policy panel;
12. Monitors action alert metrics and identifies strategies to increase member participation;
13. Serve as a resource for the affiliate on the federal issues;
14. Assist with the dissemination of the Academy’s public policy messaging and communications;
15. Performs other duties as assigned.

**Reports and Deadlines:**
1. Submits reports to public policy panel and affiliate board (as needed);
2. Updates position description, policies and procedures (as needed);
3. Submits reports to PIA staff in a timely manner and includes future recommendations
4. Keeps records for at least 3 years and passes records to successor.
Time Spent In Activities:
About 8-10 hours per month in addition to meetings, with additional time during the in-district work periods for members of Congress and the Public Policy Workshop (PPW).

Materials to Be Passed On to Successor:
- Current federal issues and reports
- Public Policy Panel meeting minutes and reports