

## National Consumer Voice for Quality Long-Term Care

### Program-Policy Specialist

The Consumer Voice is seeking a Program-Policy Specialist to work with staff and the Executive Director in the development and implementation of programmatic, legislative, and regulatory activities affecting long-term care consumers nationwide.

#### Responsibilities:

- Serve as primary staff support to several grant-funded programmatic initiatives (conduct research, writing, program development, communications, strategic planning, and project management).
- Inform, educate, and provide technical assistance to the Consumer Voice network about existing or proposed federal laws, regulations, and policies pertaining to long-term care, services, and supports and their impact on long-term care consumers.
- Conduct development duties as support to the Executive Director and other staff, including preparing grant reports for funders and assisting in grant writing for new funding.
- Provide support for federal and state legislative and regulatory policy activities. This may include data collection, research, writing white papers/issue briefs, contacting consumers and advocates with leadership on issues, and drafting communications. Assist in outreach efforts and growing the Consumer Voice grassroots network.
- Provide written and oral updates and reports to Consumer Voice staff, members, and committees as directed. Assist in the development and dissemination of periodic information bulletins, updates, newsletter articles, social media content, and action alerts to keep consumer advocates and other stakeholders involved and knowledgeable about important issues and information. This may include developing and updating advocacy/education materials. Develop presentations and conduct trainings.
- Interact with other organizations at the state and national levels and represent the organization's interests as directed. This may include participation on conference calls, lobbying visits, in-person meetings, and attendance at conferences.
- Other duties as assigned, including supervision of interns, other staff, or consultants.

**Requirements:**

Bachelor's degree required; Master's preferred. 2-3 years work experience required. Policy or advocacy related experience/knowledge and passion for such work required. Association/non-profit experience preferred. Collegial, collaborative approach desired.

Ability to effectively research relevant issues and prepare written materials. Ability to work independently, meet deadlines, and produce high-quality work. Excellent organizational, planning, and time management skills required. Adaptability to changes in assignments, priorities, and work methods required. Some travel will be required. Must be comfortable with web content management systems and advocacy tools and software (or eager to learn).

Salary in range for small to mid-sized nonprofit organizations; benefits package including medical/dental/vision/life insurance, as well as paid vacation/sick/personal days. Highly flexible work environment; however, must be in the DC-DMV area.

**Please submit the following to Lori Smetanka, Executive Director,**  
[lsmetanka@theconsumervoice.org](mailto:lsmetanka@theconsumervoice.org): cover letter that describes your interest in this position, resume, one brief writing sample, and three professional references.

Consumer Voice is an Equal Opportunity Employer.