



Position Title	Position ID	Sector
Manager, Outreach & Policy Initiatives	20-01-10002	Program Management, Outreach
Reports to	Employment Type	Location
Executive VP & Chief of Staff	Full-Time	Brooklyn, NY (Sunset Park)

About AMPHS

Academy of Medical & Public Health Services (AMPHS) is a Brooklyn-based, nonprofit organization dedicated to eliminating barriers to accessing health care for immigrants and other underserved communities in NYC. To date, we have proudly served and connected more than 8,000 New Yorkers to healthcare systems. For more information, please visit www.amphsonline.org.

Position Description

The Manager of Outreach and Policy Initiatives plays a key role in the analysis of policy changes related to AMPHS' programming, developing advocacy and policy partnerships, and implementing campaigns and responses to special policy initiatives, such as public charge and Census 2020. He or she will also be responsible for overseeing organizational outreach and education, including outreach strategies related to AMPHS programs and other special projects. The ideal candidate is a seasoned program manager and outreach organizer, and an exceptional communicator, relationship manager, and facilitator. He or she will also be responsible for managing a team of outreach staff and AMPHS' social media and outreach channels. The candidate will identify and contribute to the development and execution of innovative solutions to grow program capacity and expand outreach within vulnerable immigrant populations. The Manager of Outreach and Policy Initiatives reports directly to the Executive VP.

Census 2020 Special Project

Between February 2020 and June 2020, one of the key projects under the Manager's portfolio is Census 2020. The United States Constitution requires a population count—or census—every 10 years. The census determines every state's proportional representation in Congress as well as its share of federal funds for health care, education, housing, economic development, social services, roads, transportation, and more. In light of the resources that are at risk and the fact that the State of New York could lose up to two congressional seats in the case of a 2020 census undercount, it is critically important that all New Yorkers, especially those from historically undercounted communities, are counted.

To support a fair and complete count, AMPHS is working in partnership with the City University of New York (CUNY), Mayor de Blasio's NYC Census 2020 office, and the New York City Council to mobilize New Yorkers to self-respond to the 2020 census. In particular, we are mobilizing targeted outreach strategies to engage Latino, Chinese and Muslim populations in South Brooklyn neighborhoods including Sunset Park and Borough Park. The Manager will be responsible for supervising a team of Community Health Workers in educating community members about the significance of the census and the importance of census self-response; identifying and dismantling barriers to census participation; asking and encouraging New Yorkers to self-respond to the 2020 census; and connecting them to the tools and resources they need to self-respond.



Responsibilities include, but are not limited to:

- Coordinates and implements outreach strategies to enhance visibility of AMPHS programs and respond to current events/policy changes affecting AMPHS constituents. Incorporates grassroots strategies using flyers/posters, social media, phone/texting, local ethnic media, workshops, canvassing, etc. Drafts press releases, media advisories and issue statements, and other outreach materials.
- Oversees and trains team of outreach organizers.
- Builds and maintains partnerships with community-based organizations and government offices to enhance collaborative outreach efforts.
- Represents AMPHS in local and statewide discussions regarding special policy initiatives and advocacy projects.
- Tracks outreach engagement activities using both qualitative and quantitative reporting methods to ensure deliverables are met.
- Oversees AMPHS' census engagement and outreach plan to educate community members about the significance of the census and census self-response leading up to Census 2020. Establishes and maintains relationships with project stakeholders.
- Serves as the point of contact with outreach partners and funders.

Minimum Qualifications:

- **Experience:** Minimum of two (2) years of related experience directing outreach, organizing, campaigns, or policy/issue advocacy. Two (2) years' experience supervising employees.
- **Education:** Bachelor's degree required; Master's degree in a related field preferred.
- **Competent technology skills**, including proficiency with Microsoft Office (Word, Outlook, Excel, PowerPoint) and digital research, and visual design, including knowledge in programs like Canva and Adobe Suite (Photoshop, InDesign).
- **Language** - Bi-lingual language skills in Spanish and/or Mandarin preferred.
- Excellent time management skills and the ability to prioritize work.
- Demonstrated cultural competence with respect to South Brooklyn Latino, Chinese, and Muslim communities and New York's diverse communities.
- Excellent written, verbal and interpersonal communication skills.
- Strong organizational skills with the ability to multi-task.

Time Commitment:

- This is a full-time position that requires Saturday availability and occasional weekday evenings for community meetings. AMPHS' office is open Tuesday to Saturday.
- This is a grant-funded effective until June 30, 2020, with opportunities for renewal thereafter.

Compensation:

- Annual Salary Range: \$52,000 - \$55,000, commensurate with experience.
- AMPHS' compensation package includes health insurance stipends, professional development opportunities, and generous time-off policies. There are opportunities to learn from industry experts to help you advance in the field of public health, health and education policy, immigration and nonprofit administration



ACADEMY OF MEDICAL &
PUBLIC HEALTH SERVICES

Manager, Outreach and Policy Initiatives

Job Description

To Apply

Sounds like you? Send your cover letter, resume, 1-2 page writing sample, and most recent transcript (if still in school or recent graduate) to personnel.resources@amphsonline.org for immediate consideration. We will accept applications on a first-come, first-served rolling basis.

Equal Opportunity Employer

AMPHS is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.