

Policy & Advocacy Project Manager

Department: Health & Human Services

Full-time, Salary

Salary Range: \$76,606.40 - \$91,291.20/yr

Job Summary

Carry out the Older Americans Act advocacy mandate by coordinating all public policy and advocacy activities for the Milwaukee County Commission on Aging and Aging Unit. Coordinate with DHHS and Milwaukee County on public policy efforts. Manage legal and advocacy related vendor contracts; coordinate MKE SHIP (Medicare) collaborative; supervise Elder Benefit Specialist program; coordinate civil rights compliance; and engage in community outreach and education.

Job Responsibilities

- Manage Advocacy & Public Policy Activities - Coordinate Commission on Aging/Advocacy Committee advocacy activities. Manage planning and execution of Senior Leadership program. Draft and monitor commission's annual public policy goals; facilitate older adult meetings with public officials; and draft letters/testimony.
- Represent Aging Services in Advocacy Coalitions - Represent Aging Services in statewide policy settings including USAgging, WAAN and WI Disability Vote Coalition. Facilitate older adult involvement in advocacy events. Provide statewide leadership on aging policy. Represent Aging unit with relevant state agencies including the State Office on Aging on policy matters as requested.
- Manage Grants & Vendor Contracts - Monitor Aging Unit contracts related to legal services and advocacy activities including budgets, performance measures, and monthly reports. Manage OAA Legal Services and Elder Benefit Specialist program and seek additional funding to enhance advocacy.
- Legislation Monitoring & Advocacy Plan Development - Track and monitor state and federal legislation/policy affecting DHHS including advising and updating key stakeholders within DHHS and county leadership. Work closely with DHHS Policy and Budget Director to research and prepare non-partisan analyses on policies impacting DHHS.
- Medicare Outreach Activities - Serve as local SHIP Coordinator; serve as Medicare SHIP Counselor; manage STARS SHIP encounter reporting; coordinate SHIP MKE collaborative meetings and SHIP/MIPPA/OCI activities. Coordinate Medicare outreach and counseling activities and serve on WI-DHS Medicare Task Force.
- Public Policy Outreach & Education - Coordinate all public policy education efforts through newsletters, public presentations, and outreach. Prepare briefs and position papers. Represent Aging Services with other Milwaukee County boards, councils, and committees. Coordinate special events with public officials.
- Other DHHS Policy Research - As directed by DHHS leadership, coordinate research and policy projects intended to add value to the Aging, Disability and Veteran Services Networks. Develop and monitor civil rights compliance within Aging Services and vendor network. Advance racial equity through policy transformation.
- Ability to properly or safely operate: computers, laptops, printers, copy/fax machines, scanners and standard office equipment.
- Other duties as assigned.

Required Education, License/Certification and Experience

- Current residency within the State of Wisconsin required
- Valid Wisconsin Driver's License required and must be maintained throughout employment
- Bachelor's degree or higher in Public Administration, Political Science, Communications, Economics, Social Work, or closely related field required
- Three (3) years or more work experience in Community Engagement, Community Outreach, Policy Analysis, Public Policy, or Public Administration required
- Basic knowledge of all related computer and software applications such as Microsoft Word, Outlook and Excel required

- Previous experience public speaking and presenting at conferences, events, public meetings or department meetings required
- WI SHIP Medicare Counselor certification required or must be attained after employment
- Previous work experience in a Supervisory or Management role preferred
- Advanced degree in Law or Public Administration preferred
- Previous experience with public policy advocacy or lobbying preferred

Note: This Original Examination is open to current residents of the State of Wisconsin. The selection process will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods.

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