



AIDS Project Los Angeles, one of the largest non-profit AIDS service organizations in the United States, provides bilingual support services to over 6,000 people living with HIV/AIDS in Los Angeles annually and leadership on HIV/AIDS-related policy and legislation. In 2013, APLA marked its 30th year of operation, and we are a community-based, volunteer-supported organization with local, national, and global reach.

LOCAL AFFAIRS SPECIALIST

POSITION SUMMARY:

The Local Affairs Specialist oversees political affairs and policy initiatives for both APLA and APLA Health & Wellness, in their combined efforts to advance health care—and reduce disparities— among people living with and affected by HIV/AIDS as well as the LGBT and other underserved communities in Los Angeles County. The Local Affairs position requires an aptitude for detailed policy work, informed political analysis, and the ability to assess the impact of local, state, and federal health care policy and politics on the city, county, and federal grants and contracts that support the work of both agencies. The Local Affairs Specialist represents APLA and APLA Health & Wellness at a broad range of public and political meetings; works independently as well as through a diverse gamut of community coalitions; participates in advocacy at all levels of government; prepares written reports, press releases, position papers, etc., on relevant health care legislation, funding and policies; and must be capable of exercising independent judgement and discretion in a wide range of settings and circumstances. The Local Affairs Specialist also oversees housing policy, participates in research-related grant activities, and manages the Government Affairs online advocacy network and social media presence.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Monitor, manage, and participate in political and policy activity bearing on APLA, APLA Health & Wellness and the provision of optimal health care and services to people living with and affected by HIV, as well as the LGBT and other underserved communities.

Develop expertise in and understanding of the political and policy landscape that impacts the operations of APLA and APLA Health & Wellness services and programs, including but not limited to legislation and funding for HIV/AIDS care and treatment; health care and prevention services for people at risk of HIV; and health care for LGBT individuals and other underserved communities.

Organize and participate in advocacy meetings and events with administrative, elected, and political staff at all levels of government to advance health care policy and legislation; to educate decision makers about HIV/AIDS, LGBT health care, and HIV prevention programs and funding; and to improve housing opportunities for low-income individuals; among other related issues.

Represent APLA and APLA Health & Wellness at a wide range of community meetings and political forums, including but not limited to the Los Angeles County Commission on HIV, LACHAC (Los Angeles HOPWA Advisory Committee), CCALAC (Community Clinic Association of Los Angeles County), CPCA (California Primary Care Association), Los Angeles City Council, Los Angeles County Board of Supervisors, and health deputy meetings.

Prepare written materials including policy analyses, white papers, position papers, press releases, and other public statements on a broad spectrum of health care-related issues for public as well as internal distribution.

Participate in grant activities sponsored by the California HIV/AIDS Research Program's Southern California HIV/AIDS Policy Research Center, including managing and updating the Policy Research Center's website focused on California HIV/AIDS and health care policy.

Manage the Government Affairs division's digital communications, including the "In the Loop" action alert network, as well as social media accounts.

Attend division and agency staff meetings, and participate in agency-wide strategic planning processes to help define and shape APLA and APLA Health & Wellness' policy goals and objectives.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

REQUIREMENTS:

Training and Experience:

A bachelor's degree required, master's preferred, preferably in political science, politics and policy, public or health policy, or public administration. A bachelor's degree in a related field requires a minimum of 3 years' experience in HIV/AIDS or health care policy or program work; policy-related work for public interest entities; and/or experience in the political or legislative arenas. Expertise in health care financing is a plus. This position requires initiative, an ability to operate without direct supervision, excellent writing skills, and an ability to work with diverse groups and communities.

Knowledge of:

The position requires expertise with Microsoft Office, Adobe, Java, Outlook and other software currently in use in office settings. Fluent Spanish is a plus but not required.

Ability to:

Analyze complex political and policy issues related to health care issues, policy, legislation and funding, and an ability to work with a diverse range of consumers and community stakeholders.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

This is primarily an office position that requires only occasional bending, reaching, stooping, lifting, and moving of office materials weighing 25 pounds or less.

SPECIAL REQUIREMENTS:

Must have a valid California driver's license, proof of automobile liability insurance, and have the use of a personal vehicle for work-related activity.

AIDS Project Los Angeles is an Equal Opportunity Employer.

Visit our website at www.apla.org to view our current openings. Click on this link to apply for the [Local Affairs Specialist](#) position.