



## POSITION DESCRIPTION

**Position Title:** Manager, Public Affairs

**Reports To:** Chief Executive Officer

**FLSA Status:** Part-Time Exempt (25 hours/week)

### About ASPEN

The American Society for Parenteral and Enteral Nutrition (ASPEN) is dedicated to improving patient care by advancing the science and practice of clinical nutrition and metabolism. ASPEN is an interprofessional organization whose members are involved in the provision of clinical nutrition therapies.

### Position Summary

The Manager, Public Affairs is a new position, supporting the CEO and Clinical Specialist to oversee the established and growing public policy and organizational advocacy efforts while enhancing the public profile of ASPEN. The position will participate in several advocacy coalitions and track initiatives that support ASPEN's mission. The position will implement the public affairs strategy to keep members, patients, and the public aware of ASPEN's efforts and the integral role that clinical nutrition has in healthcare.

### Responsibilities

1. Working with a clinical practice specialist:
  - serve as liaison to advocacy coalitions including DDNC, Safe Step Act, PPMNE, FNAC, Coalition for Office of Nutrition Research; attend meetings as needed.
  - monitor relevant legislation and policy efforts of government agencies such as FDA, CEDR, White House Conference on Hunger, Nutrition and Health.
2. Support the efforts of CEO, Clinical Specialists, and Public Policy & Advocacy Committee, to implement a public affairs strategy to increase understanding of clinical nutrition to support ASPEN's Strategic Plan.
3. Manage and track activities of the Public Policy and Advocacy (PPA) Committee and subcommittees.
4. Manage ASPEN "Take Action Center" and advocacy web pages by monitoring content and updating information (adding or removing) as needed. Serve as liaison to SoftEdge, our advocacy software.
5. Monitor projects throughout development to ensure goals and timelines are met.
6. Write, review, and edit high-profile fact sheets, advocacy, and organizational information for external audiences.
7. Provide advocacy content for the monthly Clinical Practice Highlights e-newsletter.

8. Collaborate with other departments, as needed, on the development of campaigns to achieve tactics in public affairs strategy.
9. Serve as a department liaison to internal work groups to ensure representation and input.

### **Qualifications**

- Minimum 4 years work experience in policy research and/or policy analysis, advocacy, or public affairs position. Experience in healthcare or in a healthcare association preferred.
- Strong time-management skills and the ability to work tight deadlines in a fast-paced, team-oriented environment with high expectations.
- Ability to meet broad goals and manage numerous projects simultaneously.
- Excellent research and communication (written and oral) skills. Ability to assimilate, synthesize, and summarize written material quickly.
- Bachelor's degree required. Degree in public health, communications, and public affairs preferred. Degree in healthcare or science a plus.

### **Physical Requirements**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.

### **Benefits**

ASPEN has a culture that supports work/life balance and has a generous benefit package including health and retirement benefits, flex time, and remote work opportunities.

*ASPEN is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

### **To Apply**

Email a cover letter with salary requirements and resume/CV to [jobs@nutritioncare.org](mailto:jobs@nutritioncare.org).