

# Part Time Policy Assistant Position Available

**The NH Council on Developmental Disabilities seeks to hire a part time Policy Assistant to support the Director of Policy and Planning.**

**Must be highly organized and detail oriented and love Policy!**

This is a State of New Hampshire Position

Part-time (20-25 hours per week)

In-Office – Requires physical presence in the office and off-site, primarily the State House and Legislative Office Building in Concord, NH. Requires flexibility. May include nights and weekends.

**To apply, you must create an account and apply on the State of New Hampshire employment site: <https://das.nh.gov/jobsearch/employment.aspx>**

Req # **26672**

## **Salary**

Labor Grade 19 \$20.84/hr.

Responsibilities may include:

- Collecting and preparing information related to policy focus and legislative priorities for use by the Council, stakeholders, and public.
- Using Track Bill (Policy Engage) to inform updates to inform and track legislative priorities relating to the developmental disability community.
- Distributing information about state and federal policies and procedures as it relates to the disability community.
- Assist with testifying at legislative hearings by providing support and resources, including council letters to committees and commissions.

- Review and revise program outreach material, publications, e-content, training programs and operating manuals to maximize access to information.
- Attend regular Council Policy Committee meetings and other related legislative activities.
- Support and make recommendations to the Director of Policy and Planning related to programmatic and legislative priorities that support the Council's goals and objectives.

**Education:** Bachelor's degree from a recognized college or two years of college with a major study in health and human services, public policy, education, public administration, or related field.

**Experience:** Two years' experience in public policy, health and human services, direct support to individuals with developmental disabilities, resource/business administration, with responsibility for program planning, monitoring, and evaluation. Each additional year of approved work experience may be substituted for one year of required formal education.

**License/Certification:** Eligibility for New Hampshire driver's license or access to reliable personal transportation.