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.