



NATIONAL ASSOCIATION OF  
**School Psychologists**

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## POSITION ANNOUNCEMENT (12/3/2020)

### Manager, Policy and Advocacy

Professional membership association located in Bethesda, MD is seeking a **Manager of Policy and Advocacy**. The National Association of School Psychologists (NASP) represents 24,000 members, has a staff of 30, and an annual budget of \$8 million. NASP is located in downtown Bethesda, MD, three blocks from the Metro (Red Line). NASP represents school psychology and supports school psychologists to enhance the learning and mental health of all children and youth. This position provides an excellent opportunity for a professional interested in promoting federal, state, and local policy that enhances the development of children and youth.

#### Job Purpose

The Manager of Policy and Advocacy is responsible for providing support to the NASP Professional Relations team to advance the NASP professional and legislative advocacy priorities, which is centered on ensuring all children and youth access the learning, behavior, and mental health support needed to thrive. In collaboration with the Director, Policy and Advocacy, the Manager, Policy and Advocacy will be responsible for advancing the NASP public policy agenda by: monitoring and researching state and federal legislation; communicating policy goals with policy makers and external stakeholders; developing policy documents and other advocacy related resources; contributing to advocacy and policy related professional development activities; contributing to internal and external advocacy related communications; supporting the work of the NASP advocacy committees. The is an exempt level position under the general supervision of the Director of Policy and Advocacy.

#### Key Responsibilities

##### *Policy agenda support:*

- Monitor state and federal legislation
- Communicate with NASP leaders and key policy makers
- Facilitate research and data collection related to NASP Policy and Advocacy Platform and strategic goals
- Organize grassroots advocacy activities and campaigns
- Facilitate development of policy and advocacy related content for internal and external outlets
- Support the work of NASP advocacy committees (i.e. Government and Professional Relations, Multicultural Affairs, Social Justice, LGBTQI2-S)
- Represent NASP policy priorities with select external committees and coalitions
- Participate in and assist with the organization of various Capitol Hill Events

**Public Policy Institute:** Serve in a key support capacity for planning and implementing logistics of the annual Public Policy Institute (onsite event venue logistics, registration, materials, speakers, etc.).

**Program Support:** Support association activities and initiatives related to Equity, Diversity, and Inclusion; advocacy activities and meetings.

**Convention Support:** Provide support for advocacy activities at convention to include attending advocacy meetings, organizing and staffing the advocacy booth in the exhibit hall, and supporting the development of resources and professional development sessions.

**Website:** Maintain and update relevant NASP webpages and content; maintain volunteer database and lists.

**Other:** Provide general administrative office support as needed; other duties as assigned.

## **Requirements**

Minimum of a bachelor's degree in education, public policy, psychology, or related field; excellent written and verbal communication skills; excellent editing skills; proven project management experience; ability to be self-directed, organized and effectively manage multiple priorities and meet deadlines; creative problem solving skills, strong interpersonal skills; demonstrated proficiency with Microsoft Office 365 (Word, Excel, and PowerPoint, Teams) and content management system. Knowledge of education, school psychology, and/or children's mental health issues preferred. Relevant work experience and/or a master's degree in education, psychology, or public policy a plus. Understanding of local, state, and federal education/mental health law and policy preferred. Must have the ability to work well with staff, volunteers, and others in a fast-paced collaborative team environment. Minimal local travel required as well as annual convention attendance. Occasional support of weekend meetings.

## **Application Procedure**

Please send a letter of interest with highlighted accomplishments, resume, three writing samples, and salary requirements (required) via e-mail to [HR@naspsweb.org](mailto:HR@naspsweb.org). Interviews (phone and in person) will commence as soon as possible. The association offers competitive compensation and a generous benefits package. No calls, please.