

## Job Description

**Title:** Advocacy Coordinator  
**Reports to:** Director of Advocacy  
**Status:** Full-time, Exempt

**Date Revised:** 5-18-22

### Summary

The Advocacy Coordinator will support efforts to shape the strategies, tactics, and programs utilized by the SVS to effectively represent the organization on Capitol Hill, with the administration, and throughout the House of Medicine. The Advocacy Coordinator will play an integral role in shaping our PAC and grassroots program(s) and will work closely with SVS member volunteers who serve on internal advocacy-related committees. This role interacts across all levels of the SVS and with important external stakeholders to handle the logistical work for programs, special projects, and meetings. The Coordinator also supports the upkeep and maintenance of the department's website presence, creation of meeting minutes, and refining presentation slides.

### What you'll bring to the job (Requirements)

- Strong organizational skills, detail oriented, and the ability to multitask and prioritize in a face-paced environment
- Excellent written and verbal communication skills
- Strong interpersonal skills and the ability to interface with colleagues, SVS members, and other external contacts
- Ability to juggle multiple projects with confidence, efficiency in prioritizing
- 2+ years working or interning on Capitol Hill, on a campaign, for a law firm or in an association, providing project coordination, member management, and/or event planning.
- Bachelor's degree (BA or BS) required
- Proficient in Microsoft Office Suite, i.e.- Excel, PowerPoint, Word, Outlook, Teams

### What you'll own (Responsibilities)

- Coordinate meeting scheduling and event logistics for Advocacy department, to include relevant advocacy-related committee meetings, as well as meetings with external stakeholders. Prepares and disseminates agendas and develops meeting minutes as necessary.
- Manage and update web content for the Advocacy department, in coordination with the Director.
- Assist Director in managing SVS' Political Action Committee.
- Contribute to ongoing Advocacy projects/communications efforts including newsletters, webinars, and action alerts
- Collaborate with Director to draft grassroots alerts and PAC solicitations, supplementary e-communications, social media posts, toolkits, and advocacy-related content for the SVS website and other relevant publications (monthly newsletter(s)/email updates, etc.)
- Support the Director of Advocacy in organizing logistics for SVS' legislative fly-in program and other legislative events, to include the scheduling of congressional meetings, preparing materials, confirming participants, and other related tasks.
- Assist in establishing a network of grassroots advocates throughout the country and mobilizing members as needed to support advocacy outreach, goals, and other initiatives

## Job Description

- Support the Director of Advocacy in managing the SVS' Advocacy Leadership Program (ALP).
- Attend and assist with Advocacy-related programming at the Vascular Annual Meeting (VAM).
- Other duties as assigned.

### Physical Requirements & Environment

Typical office setting with routine sitting and occasional standing. Routine use of basic office equipment and computer. Occasional local and out of town travel is required for this position. Occasional evening and/or weekend work maybe required based on business needs. Routine telecommuting is allowed.

### To Apply

Please submit a resume and brief cover letter to: [hrresumes@vascularsociety.org](mailto:hrresumes@vascularsociety.org)

### Our commitment

SVS offers a comprehensive and competitive recognition and reward program. We believe in professional staff development. We know that our investment in employee growth provides even greater potential for them to contribute to our organization, each other, and the community at large.

### About the Society for Vascular Surgery

The Society for Vascular Surgery advances the care and knowledge of vascular disease, which affects the veins and arteries of the body, to improve lives everywhere. It counts more than 6,000 medical professionals worldwide as members, including surgeons, physicians and nurses. For more information about vascular health and the society, please visit [www.vascular.org](http://www.vascular.org).

The Society for Vascular Surgery is an Equal Opportunity Employer.