



## Legislative Coordinator

### Job Description

**Classification:** Full-time employment; salaried

**Summary:** The Legislative Coordinator is responsible for assisting in lobbying activities of the Association, identifying, and analyzing legislation and issues that impact the regulatory and statutory requirements of the healthcare industry. This role will report to the Deputy Director of Legislation and Advocacy and the Executive Director.

### Essential Duties

Serve as staff and coordinate the activities and communications of the MAHP Legislative Committee including: the preparation of meeting packets and assisting committee members in full participation of the committee.

Draft analysis briefs of legislation that will come before the MAHP Legislative Committee

Advocate for MAHP's legislative priorities by assisting in scheduling and attending meetings with elected officials. This will require some travel and meetings outside of normal business hours.

Develop and maintain relationships with key legislators, staff, committees, and state agencies responsible for health care issues and regulation.

- Represent the Association at various coalitions or joint organizational committees concerning health care legislation and/or regulation.
- Maintain communication with AHIP Government and State Affairs Staff
- Monitor, analyze, and report on assigned legislative and policy developments at the state and federal levels.
- Serve as MAHP representative/speaker at state legislative committee hearings and workgroups, as assigned.
- Inform the Executive Director and MAHP staff of legislative activities
- Manage legislative scorecard for MAHP
- Maintain MAHP weekly legislative status report



- Write weekly legislative updates
- Attend political fundraiser events on behalf of the Association
- Participate in political campaign efforts
- Other duties as assigned

## **Qualifications**

Bachelor's degree or higher

Minimum four years of experience with the state legislative process

Ability to work early mornings and late evenings, as needed

Must have a reliable vehicle as some travel is involved

Knowledge of Microsoft Office Products (Outlook, Teams, Word, Excel)

## **Work Environment**

Michigan Association of Health Plans is primarily an office-based setting with a flexible work schedule depending on the nature of the role. This role is Michigan based, with an expectation that the employee will be in the office a minimum of four days a week. A laptop and docking station will be provided. All employees are expected to be present in person to engage in staff, member, and legislator meetings as appropriate.

At the office, work is primarily performed indoors, with extended periods on a computer or on the telephone. This position will require many consecutive meetings outside of the office that will require the ability to attend in person. This position will require the employee to work beyond the normal workday hours, with some early morning and late evenings.

## **Compensation**

- Salary commensurate with education and experience
- Medical, Dental, Vision, Life, Disability, HRA, and FSA account
- Company 401k contribution
- Vacation time granted after 90 days
- Up to 14 paid holidays per year

## **About MAHP**



The Michigan Association of Health Plans (MAHP) is a 501c6 non-profit trade association located in Lansing. MAHP is an industry voice for 11 healthcare plans, covering more than 3.1 million Michigan residents, and 50 businesses affiliated with the healthcare industry. MAHP facilitates communication among members, the government, and the industry regarding healthcare issues of common concern. The mission of MAHP is to provide leadership for the promotion and advocacy of high-quality, affordable, accessible health care for the citizens of Michigan.

## **Contact**

Interested applicants, please submit a cover letter and resume with the subject line "Legislative Coordinator" to [contact@mahp.org](mailto:contact@mahp.org)