Position Title: Advanced Advocacy Academy (A3) Coordinator  
Position Type: Full Time  
Reports to: A3 Program Manager  
Location: Washington, D.C (Remote through 2021)

Global Liver Institute (GLI) is a 501(c)(3) nonprofit headquartered in Washington, D.C. Our mission is to improve the lives of individuals and families impacted by liver disease. We accomplish this by promoting innovation, encouraging collaboration, and scaling optimal approaches to help eradicate liver diseases. We believe that, by collaborating with the medical and advocacy communities and partners worldwide, we will achieve our vision for liver health to take its proper place on the global public health agenda consistent with the prevalence and impact of liver disease.

We are a young, fast-growing organization with fewer than 50 employees across multiple states in the U.S. and countries around the world. As such we can be nimble and flexible to employee accommodations to support peak performance, personal growth and job satisfaction.

Founded in 2014, GLI is quickly expanding in size, both in terms of our staff number and our reach around the world. We encourage our team members to bring their energy, passion, and ideas to our projects and to think outside the box in terms of how to best develop programs that can scale in size and make the greatest impact for patients with liver disease. The GLI culture centers on open communication, support for our teammates, and a willingness to try new things. If this sounds like the place for you, we hope you’ll apply!

**Position Summary:**

The candidate for this position will provide administrative and programmatic support to our Advanced Advocacy Academy (A3) program. GLI's A3 program connects liver patients and family members with the information, skills, and opportunities that they need to effectively advocate for liver health. Our program offers liver patients, caregivers, and professionals the opportunity to learn from experts in the fields of drug development, clinical trials, state and federal legislation, media and communications, and liver health and disease. Students are immersed in the world of liver health advocacy through a multimedia experience. This program has been training advocates since 2017, and will complete its fifth year in September of 2021. **The candidate will report directly to our A3 Program Manager.**

[https://www.globalliver.org/advanced-advocacy-academy](https://www.globalliver.org/advanced-advocacy-academy)
Responsibilities:

- Assist in recruitment and increase participation in the program
- Work with grassroots organizations and other referral partners to assist in matching participants to advocacy opportunities
- Providing ongoing support to the alumni of A3 in the accomplishment of their individual advocacy goals
- Assisting in the development of a virtual experience for A3 2021, to be held in September
- Developing educational materials, videos, and activities for a range of advocacy topics including policy and legislation, digital health, and clinical research and development
- Collaborating with professionals, patient experts, and partner organizations in a variety of advocacy fields for the development of A3 content and materials
- Conducting research on current liver health advocacy opportunities and engaging GLI’s core patient advocate community
- Supporting patient advocacy initiatives in GLI’s NASH, Liver Cancers, Pediatric and Rare Liver Diseases, Policy, and Communications programs
- Developing content and providing support for quarterly webinars for the alumni of A3 on more advanced advocacy topics
- Assisting in the recruitment and continued engagement of new A3 attendees
- Assisting in the recruitment and continued engagement of A3 and alumni webinar speakers
- Developing contact and increasing engagement with liver health advocates on all GLI social media platforms
- Maintaining contact with and updating past and current sponsors on A3
- Supporting digital advocacy initiatives and the growth and expansion of the Liver Action Network (LAN)
- Drafting event, mid-year, and annual reports
- Ensuring agreements, contracts, and all administrative elements are current and up to date
- Identifying new partners and opportunities for collaboration in the patient advocacy space and for the growth of GLI’s patient advocacy community

Required:

- Bachelor’s Degree or equivalent experience
- Fluency with Microsoft, Google, and Zoom applications
- Strong interpersonal skills, with the ability to effectively communicate and collaborate with individuals from cultural and diverse backgrounds
Commitment to professional development and continued learning within an organization
Superior organization and time management skills
Passion for patients!

Compensation:

In addition to a competitive salary, GLI offers 100% reimbursement for healthcare insurance premium for its employees. We recognize most federal holidays and generally close the last two weeks of December, as an additional paid vacation for GLI staff. Our team members may request the option of working off-site/remotely (our work is fully remote during the Covid crisis). Finally, GLI has a liberal leave and sick-time policy depending upon advanced planning, employee discretion and approval of the employee’s supervisor.

How to apply:

Please send your resume/CV and cover letter to hiring@globalliver.org with “A3 Coordinator Position” in the subject line of your email.

Due to the high number of applications we receive for positions posted, we are only able to respond directly to candidates with whom we wish to move forward in the interview process.

Global Liver Institute is an equal opportunity employer and affirms the right of every qualified applicant to receive consideration for employment without regard to race, color, religion, sex, gender identity or expression, national origin, sexual orientation, genetic information, disability, age, ancestry, military service, protected veteran status, or other groups as protected by law.