<div align="center">**Interact for Health**
Position Description</div>

Strategy & Policy Associate

The Strategy & Policy Associate administratively supports all the associates of Interact for Health's Strategy & Policy Team ("S&P Team"), which includes data and learning, grants management and capacity building, and oversees all aspects of assigned projects.

Reports to: Director of Grants Management

Responsibilities:

Overall
- Exemplify Interact for Health values in behaviors, actions, and decisions
- Demonstrate reliability and establish credibility with internal and external stakeholders
- Identify and use appropriate data and organizational values in decision-making
- Identify process issues and recommend improvements; take a logical, data-driven approach to solving problems
- Identify creative solutions to issues with consideration to time, budget, and mission

Provides administrative support to all Interact for Health S&P Team associates as needed, including the following:
- Provides scheduling support for S&P Team
- Coordinates meeting logistics support (registration, participant communication, food, set up, clean up, materials, etc.) for grantee/learning network convenings, trainings, webinars, and other events planned by the S&P Team
- Provides support for special projects, such as the rural strategy, regional youth mental health strategy, and other initiatives as assigned
- Assists with grants administration as needed (verifying fidelity of data and updating information and creating routine reports, etc.)
- Processes invoices as needed
- Acts as a back-up for receptionist and mail processing duties
- Acts as back-up for preparing S&P Committee meeting minutes
- Represents Interact for Health at community events

Oversees all aspects of assigned projects, including the following:
- Manages projects as directed and sees them through to completion
- Ensures deadlines are met and work is completed accurately
- Prepare reports for leadership regarding status of projects

Other duties as assigned

Minimum Requirements:

Associate's degree or equivalent experience, plus 2-3 years of professional experience
Familiarity with a wide variety of office and professional software
Exceptional professionalism, organization and flexibility
Exceptional attentiveness to detail
Excellent oral and written communication skills
Self-directed and resourceful problem solver
Ability to handle multiple tasks effectively
Excellent team membership skills