Office of Rural Policy Job Description

Administrative

* Support the Rural Policy Advisory Commission
* Work with the Chair to coordinate RPAC meetings, including setting agendas, arranging speakers, assisting with meeting material, preparing meeting minutes
* Manage RPAC membership

Legislative

* Provide support to and work with Rural Caucus to develop legislation and budgetary requests and advance legislative and budgetary priorities
* Coordinate with the RPAC to define legislative and budgetary priorities
* Prepare and maintain legislation tracking means as compared to the Massachusetts Rural Plan
* Prepare informational material about specific legislation and budge items for use by RPAC members / other rural advocates
* Monitor specific pieces of legislation and budget items and prepare updates for RPAC members
* Prepare recommended position papers and legislative testimony for approval by RPAC
* Coordinate with legislative aides / committees on legislation adoption

Governmental

* Advance rural issues and priorities within various state agencies
* Participate on appropriate state agency Advisory Committees / working groups
* Keep informed on new programs and grants and distribute that information to RPAC members

Advocacy and Coordination

* Maintain strong working relationships with supporting entities/organizations, i.e. MMA, STAM, etc.

Programmatic

* Monitor progress on items in the Massachusetts Rural Plan
* Prepare Annual “Report Card” on the Massachusetts Rural Plan
* Update the Massachusetts Rural Plan as necessary