

Oregon Medical Association
Job Description

JOB TITLE: Advocacy Specialist

REPORTS TO: Vice President of Practice Advocacy

DATE UPDATED: July 2026

STATUS: Exempt

DESCRIPTION

The Advocacy Specialist serves in a highly visible role communicating and interacting with public and private payers, governmental entities, and regulatory agencies, including the Centers for Medicare & Medicaid Services (CMS), Oregon Health Authority (OHA), commercial insurers, and other state and federal oversight bodies. This position serves as a key resource for members by providing practice support, reimbursement guidance, regulatory and compliance assistance, and advocacy related to payment, administrative burdens, and physician practice operations.

The Advocacy Specialist will monitor developments in health care policy, reimbursement systems, legislative activity, regulatory changes, and payer practices impacting physicians and medical practices. The specialist will identify emerging issues, assess their impact on members, and help communicate timely guidance and resources to physicians and practice administrators.

The Advocacy Specialist will also support the development, implementation, and management of grant-funded initiatives and strategic projects aligned with OMA's public health priorities, including program coordination, stakeholder engagement, and reporting activities.

This position will represent OMA in meetings, coalitions, stakeholder forums, and external partnerships. The Advocacy Specialist will staff member committees and workgroups, support policy development, prepare written communications, develop educational resources, and assist in the implementation of member programming and continuing education opportunities that advance OMA's advocacy and physician practice improvement priorities.

The ideal candidate will possess knowledge of health care regulation, payment systems, and compliance related to physician practice operations. Experience or demonstrated interest in grant management, public health initiatives, and health equity is desirable.

ESSENTIAL DUTIES

- Serves as a member resource by responding to, researching, and helping resolve physician and practice inquiries related to reimbursement, regulatory, compliance, and practice management issues.
- Develops and maintains relationships with health plans, regulatory agencies, and other external stakeholders
- Supports the development, implementation, and management of grant-funded initiatives, strategic projects, and surveys

- Assists in the development of internal and external communications related to OMA programs, services, advocacy priorities, and member resources
- Monitors, analyzes, and reports on changes, trends, and rules and regulations that impact medical practices
- Reviews legislation and conducts policy research related to payer, payment, physician practice, public health, and regulatory issues
- Involved in the development and implementation of programming related to specific policy areas including the Annual Conference
- Represents the OMA at various coalitions, state and federal work groups, and staffs internal committee meetings
- Serves as support staff for OMA member committees and task forces as assigned

QUALIFICATIONS & EXPERIENCE

- Bachelor's degree required
- Minimum 2-3 years of experience in a professional association, non-profit, or health care organization
- Demonstrated interest or experience in health care advocacy, public policy or medical practice issues
- Knowledge of or experience within public health initiatives and health equity principles
- Experience supporting grant development, grant writing, grant implementation or grant-funded program management preferred
- Knowledge of third-party payers (Medicare, Medicaid and commercial), health care coding, billing, reimbursement, and compliance regulations that impact a medical practice is preferred
- Experience with health care policy, legislative analysis or policy research related to medical practice or public health preferred
- Excellent written and verbal communication skills
- Must have the ability to provide an exceptional level of customer service and the aptitude to maintain ongoing member relations
- Must be a flexible, highly motivated, team player able to work independently
- Strong project management, organizational, and problem-solving skills, with attention to detail and the ability to manage confidential information with discretion

- Knowledge of Microsoft Office Products including Word, Excel, Outlook, Access, OneDrive, and PowerPoint
- Knowledge of electronic survey software, such as Survey Monkey, a plus
- Regular, predictable attendance is a requirement for the position. Must have flexibility in scheduling and the ability to work early mornings and late evenings.
- Must be successful working both independently and as a team member in a hybrid environment.

SALARY

\$50,000 annual

HOW TO APPLY

To apply for this position, please submit a resume and cover letter to jobs@theOMA.org. Please note that a cover letter is required for highest consideration of your application.

PHYSICAL DEMANDS

Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools or controls and reaching with hands and arms. Vision capabilities required by this job include close vision and ability to adjust focus.

ABOUT THE OREGON MEDICAL ASSOCIATION

The Oregon Medical Association (OMA) is the state's largest professional organization engaging in advocacy, policy, community-building, and networking opportunities for Oregon's physicians, physician assistants, medical students, and physician assistant students. In the state capitol of Salem and in Washington, DC, the OMA's members speak with one voice as they advocate for policies that improve access to quality patient care and reduce administrative burdens on medical professionals.

Our Vision

The Oregon Medical Association envisions an Oregon that is the healthiest state and the best place to practice medicine.

Our Mission

The Oregon Medical Association's mission is to speak as the unified voice of medicine in Oregon; advocate for a sustainable, equitable, and accessible healthcare environment; and energize physicians and physician assistants by building and supporting their community.