

NEHI HEALTH POLICY AND PROGRAM ASSOCIATE

NEHI is a national nonprofit, nonpartisan organization composed of stakeholders from across all key sectors of health and health care. Its mission is to advance innovations that improve health, enhance the quality of health care, and achieve greater value for the money spent. For more information, visit www.nehi.net.

NEHI seeks a Health Policy and Program Associate at a time when the organization is expanding its national reach and impact. The Health Policy and Program Associate will be responsible for research, analysis, and policy activities across NEHI's program areas. This position is an outstanding opportunity for candidates with strong health care/policy experience to work with senior leaders from across the health care system in a fast-paced, team-oriented environment. The Health Policy and Program Associate will report to the Executive Director and work closely with the Vice President of Policy Research and may be responsible for the supervision of Health Policy Interns.

RESPONSIBILITIES:

- Conduct and synthesize background research and literature reviews on health care and health policy issues across NEHI's program areas and initiatives
- Coordinate and manage program activities and deliverables
- Draft issue briefs, white papers, project reports, presentations, and other written deliverables for submission to funders and for external publication
- Develop, plan, and coordinate stakeholder roundtables, working groups, expert panels, and forums with senior health care leaders and policy makers
- Coordinate and help to conduct expert interviews with senior health care leaders
- Build and maintain strong relationships with external constituents including NEHI member organizations, funders, national thought leaders, and experts and other collaborators
- Monitor and stay current on key policy issues relating to NEHI's program and policy agenda
- Support NEHI's Communications team in developing program content to distribute research findings
- Recruit, mentor, and supervise Health Policy interns
- Foster and contribute to a lively, productive, and positive organizational environment.

SKILLS AND REQUIREMENTS:

- Knowledge of health care and policy issues
- Excellent writing skills and ability to distill complex issues into clear language
- Strong verbal communication skills
- Superior research and analytical skills; familiarity with literature reviews and interviews; ability to synthesize information from multiple sources (academic journals, newspapers, online publications, interviews, etc.)
- Ability to be highly organized and flexible in a dynamic environment; comfortable working independently and in a team; capable of working productively on multiple projects simultaneously
- Proven and effective team and project management skills; experience managing multiple, competing priorities and meeting deadlines
- Attentiveness to details and results; excellent organizational skills
- Ability to interact with senior executives across the health care community
- Highly proficient in Word, Excel, PowerPoint
- 1-2 years work experience, ideally at a consulting, health care, or health policy organization; demonstrated work experience in health care or health policy
- Bachelor's Degree required, Master's Degree preferred in relevant field including public health, health services research, or public policy

TO APPLY:

Interested candidates should email a cover letter, resume, and writing sample to careers@nehi.net. Please reference "Health Policy and Program Associate" in the subject line of the email.

To learn more about NEHI and our work, please visit: www.nehi.net.