

# Health & Medicine

POLICY RESEARCH GROUP

## Position Announcement

**Job Title:** Health and Aging Organizer

**Supervised by:** Policy Director

**Supervises:** N/A

**Classification:** Exempt, Full-time, Salaried

### Organization Summary

Health & Medicine Policy Research Group (HMPRG) began in 1981 as an independent, non-profit health policy and advocacy center in Chicago working to improve the health of all people in Illinois by promoting health equity. Our Center for Long-term Care Reform promotes a just system of long-term services and supports and healthy and equitable aging for all.

### Position Description

The Health and Aging Organizer (“Organizer”) reports to the Policy Director and will work closely with the Health and Aging Policy Analyst. The Organizer will meet regularly with Health & Medicine’s Long-term Care Committee responsible for providing strategic advice and consultation for this work.

The Organizer will work in collaboration with key stakeholders to identify key issues for inclusion in the strategic action plan for aging equity in Illinois (“aging equity plan”) and organize and engage these groups in support of developing the plan.

The Organizer will support these stakeholders to inform and educate public officials, agency leadership and other policy makers to understand and pledge support to engage in a planning process for the development of the aging equity plan.

The aging equity plan seeks to make supports for older adults and for people across the life-course that are accessible, affordable, comprehensive, and high-quality to make Illinois an age-friendly state. The plan will advance better supports for those who care for them at home or in communal settings.

### Position Responsibilities

- Contribute to an organizing and advocacy plan for the aging equity plan
- Develop partnerships and build coalition for grassroots movement for an aging equity state
- Lead outreach and hold one-on-one meetings and engagements to develop relationships, seek new supporters, gain new perspectives for the aging plan, and develop consensus
- Host follow-up virtual meetings with interested individuals and organizations, including technical assistance with advocacy
- Meet regularly with individual Illinoisans and representatives of organizations who are concerned about aging issues
- Lead organizing of aging ambassadors and other supporters to determine their legislative districts, provide them with materials, and engaging them to meet with legislators and candidates to seek support for aging equity plan and other aging equity-related priorities
- Identify legislative districts that do not have aging ambassadors or other supporters and cultivate them
- Identify candidate forums and organize to have representation at them, providing guiding questions and materials
- Work with Policy Director to communicate with legislators, agency staff, and the Governor’s Office
- Work with the Policy Analyst to support efforts to analyze other state reform efforts and comprehensive plans for addressing healthy aging across the life course
- Work with the Policy Analyst to support research on policy issues; developing content for policy

- briefs and reports, social media, and website content; organizing symposia and roundtables; and supporting and developing related activities
- Working with the Policy Analyst, assist with responding to health and aging policy proposals in Illinois and development of recommendations for the design, delivery, and financing of supports for older adults and caregivers
- Support development of newsletter and “what we’re reading” blog posts
- Develop social media content with colleagues to spread the word about this effort to grow support
- Conduct general administrative duties as assigned including editing and contributing to fundraising and grant writing, tracking, and reporting efforts
- Other duties as needed
- Support grant planning, implementation, and deliverable tracking efforts

**Position Qualifications:**

**Knowledge and Experience**

- Four to six years of experience in community, labor, or issue-based organizing
- Strong competency with organizing principles, planning, concepts, and skills (e.g., building trust, conducting power analysis, coalition building, motivating collective action, and targeting appropriate strategies and tactics)
- Familiarity with aging-related issues, public health, and social determinants of health
- Knowledge of local, state, and federal public policies and programs related to aging, healthcare, public health, and social services for underserved populations
- Focus on equitable and inclusive processes that actively include people who have been excluded from policy discussions, experience oppression, and are underserved by public systems
- Experience with mentoring and community work and outreach
- Commitment to Health & Medicine’s mission, vision, and values

**Skills**

- Excellent written and oral communication skills
- Ability to articulate and attend to big picture issues while managing detailed daily concerns
- Self-starting and self-directed work habits
- Strong interpersonal skills and ability to cultivate and sustain relationships with diverse coalitions
- Advanced proficiency in the use of Microsoft Office and Google suite of work products
- Strong research and editing skills
- Strong organizing skills, including relationship- and trust-building skills
- Ability to work on several projects simultaneously in fast-paced, deadline-oriented environment and collaborate and communicate with a team
- Ability to attend meetings and focus groups across Illinois as the state travel and social distancing restrictions are lifted

**Other preferred qualifications**

- Master’s Degree preferred in public health, public policy, social work, social policy, disability studies, or related field
- Experience with developing or contributing to health or government agency planning efforts
- Experience in a position that required writing on complex policy issues
- Experience in a position that required support and coordination of a coalition or collaborative

**Work Environment**

- Work is normally performed in a typical office work environment
- Sitting for extended periods is required
- Local travel to off-site locations throughout Chicago, suburbs and across Illinois occasionally required
- Workday is generally 9am – 5pm, although evening and weekend meetings will be necessary

### **Note on Modified Work Environment During COVID-19 Pandemic**

To protect the health of staff and to align with public health guidance, Health & Medicine staff have been working remotely since March 2020. Employees are required to have access to a working internet connection and phoneline that enable them to conduct their work remotely. Beginning May 1, 2022, Health & Medicine will shift to a hybrid work environment. Health & Medicine's modified work environment in response to COVID-19 is considered to be temporary and subject to change.

### **Compensation**

Starting salary range \$51,000-57,000 annually depending on qualifications and experience. Excellent benefits package including:

- 100% employer-paid health, vision, and dental insurance
- Life insurance
- Short and Long-term disability insurance
- 3 weeks (15 days) paid vacation per year in addition to paid sick time, personal days, and 11 paid holidays
- 401K retirement plan, with employer contribution after one year
- 12 weeks fully paid maternity/paternity leave policy

### **TO APPLY:**

- Email a cover letter and resume to [jobs@hmprg.org](mailto:jobs@hmprg.org). Please write your name (Last, First) then "Organizer" in the subject line of your e-mail. Incomplete applications will **not** be accepted.
- The priority deadline to apply is **August 29, 2022**. Applications received after this date may be considered on a rolling basis until the position is filled.
- No phone calls. Recruiters please do not contact this job poster.
- Health & Medicine is an equal opportunity employer. We welcome diversity among our board and staff and volunteers. We recruit, hire, train and promote without regard to race, color, religion, national origin, sex, age, sexual orientation, gender identity, disability, or any other protected status.