



### **Position Announcement**

**Health Policy Analyst (full-time, salaried, exempt)**

**Starting salary range: \$51,000-57,000 annually**

### **The position**

Health & Medicine Policy Research Group (Health & Medicine) is looking for an analytical, detail-oriented teammate to be our next **Health Policy Analyst**. In this role, you will focus on advancing health equity in the areas of health reform and public health policy issues using excellent research, writing, and visual presentation skills. Working with the Policy Director, the Health Policy Analyst plays a foundational role in researching, analyzing, and advocating for policy, practice, and agenda reform opportunities in the following areas: 1) health safety net, 2) health system reform, and 3) health equity and public health, including structural inequities and social determinants of health. The Health Policy Analyst reports to our Policy Director.

### **Who we are: our mission and our team**

Health & Medicine is 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. Health & Medicine has a four-decade history of promoting health justice in Chicago and Illinois through research, education, policy development, and collaboration.

### **Work environment**

Health & Medicine's offices are located in downtown Chicago and operates using a hybrid model. Currently, most of our 16-person staff work remotely, and we conduct meetings via Zoom and Microsoft Teams. Some individuals choose to work in the office 1-2 days per week. This is subject to change, and staff may be required to work in the office up to two days per week. Ongoing COVID safety protocols are in place.

Health & Medicine's standard work week is 38 hours per week. Our work hours are generally 9am-5pm, and 9am-3pm on Fridays; some evening and weekend work will be required to support organization-wide events for specific programs. Sitting for extended periods is required. Local travel to off-site locations throughout Chicago, suburbs, and across Illinois occasionally required.

### **Your responsibilities**

As **Health Policy Analyst**, you will contribute to Health & Medicine's portfolio by:

#### **Primary Responsibilities include:**

- Provide analysis, research, acquired expertise, and formal and informal written products to the organization's work on health system reform, health workforce, and health equity and public health
- In collaboration with the Policy Director, advocate for and inform policy reforms to advance health and healthcare access as human rights
- Analyze relevant local, regional, state, and national policies and initiatives

- Draft, edit, contribute to, and collaborate on research papers, policy briefs, factsheets, presentations, and other public documents
- Disseminate and promote findings and recommendations strategically among broad stakeholders
- Contribute to health policy forum and roundtable development and perform administrative support including facilitating invitations, agenda, speaker lineup, invitation program flow, day-of details, and notetaking
- Represent Health & Medicine at health reform and public health coalitions and external collaborations, as assigned
- Be responsive to, implement, and record work on grant and contract requirements, as assigned
- Regularly communicate with and update Policy Director and other colleagues as appropriate
- Promote collaboration among projects at Health & Medicine

**Other Duties:**

- Participate in complex, multi-faceted policy development initiatives with coalitions, grassroots organizing networks, researchers, advocates, and policy leaders
- With Policy Director, serve as co-preceptor to interns when assigned
- Other general administrative duties as assigned including editing, research, and contributing to fundraising and grant writing
- Attend regular staff meetings and contribute to internal committees and meetings, as appropriate
- Collaborate with other Health & Medicine staff as issues emerge that could benefit from a cross-sector approach.

**Who we're looking for**

Applicants with these qualifications or transferable experience will be best experience prepared for this position:

- Either a bachelor's degree with 3 years of relevant work experience or a master's degree in a relevant field with 2 years of work experience
- Excellent written and oral communication skills, including informal and formal writing styles, thorough editing and proofreading, and information design of text and visual elements
- Demonstrable experience with policy research, analysis, and writing
- Familiarity with health safety net, health reform, public health, social determinants of health, structural inequities, health equity, and life-course perspectives
- Knowledge of local, state, and federal public policies and programs related to health safety net, health reform, 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
- Commitment to and passion for Health & Medicine's mission, vision, and values to advance health equity
- Detail-oriented and able to prioritize tasks independently and effectively
- Ability to balance several projects at once and seek support in identifying priorities as needed
- Comfort soliciting, receiving, and integrating feedback from diverse stakeholders and partners
- Advanced competency in Microsoft Office; ability to adapt and learn new technology & software
- Ability to implement, monitor, and complete simultaneous complex projects in fast-paced, deadline-oriented environment and to collaborate and communicate with a team
- Data collection, analysis, and visualization skills experience preferred

## Our benefits

Health & Medicine encourages staff to balance their professional and personal lives. To that end, the following are some of the benefits we offer:

- 100% Employer-paid health, dental and vision insurance
- Life insurance (\$10,000 in coverage paid for by HMPRG, additional coverage available)
- 401K retirement plan with HMPRG discretionary contribution after 1 year
- Short and Long-term Disability Insurance
- Paid Vacation Days accrued at a rate of 1.25 per month
- 5 paid personal days per year
- Paid Sick Days accrued at a rate of 1 day per month
- 11 paid holidays, plus two floating holidays
- Annual paid wellness week December 24-January 1
- Compensatory time for hours worked above 38 per week
- \$75 monthly internet/phone reimbursement subsidy
- Pre-tax withholding for CTA passes
- Potential for flexible schedule

## What to expect: the application process and timeline

To apply, e-mail your resume and cover letter to [jobs@hmprg.org](mailto:jobs@hmprg.org). **Please write your name (Last, First) then “Health Policy Analyst” in the subject line of your e-mail.** Our priority deadline is November 7, 2022, but applications will be considered on a rolling basis until the position is filled. No phone calls please.

Starting date: Immediate (likely early December 2022)

Selected candidates will be emailed to schedule a 10-15 minute introductory phone interview with our Director of Finance and Operations.

Candidates selected to move forward will then be contacted via e-mail to schedule a one-hour Zoom interview with 2-3 HMPRG staff members.

Finalists will be asked to submit contact information for three professional references.

An offer letter will be emailed to the final selected candidate.

*Note: Research shows us that some candidates, particularly those from historically marginalized communities, apply for positions only when they feel like they meet 100% of the desired qualifications. At Health & Medicine, we know that very few people truly meet every single qualification for open positions. We are committed to building a diverse and inclusive organization, and to considering a broad array of candidates, including those with diverse work experiences and backgrounds. If you feel like you have valuable skills and experience to be successful in this position, we encourage you to apply and mention your strengths and plans for professional growth in a role like this.*

**Health & Medicine is dedicated to the principles of equal opportunity. All qualified applicants will be considered without regard to race, color, religion, sex, pregnancy, gender identity, gender expression, sexual orientation, national origin, age, disability, veteran status, or any other personal characteristic not relevant to the posted position.**