

NASHP seeks a Policy Associate to join our Emerging Issues team. Work will focus on prescription drug and other health care costs; state health insurance and exchanges; and a wide array of issues that confront states. The Policy Associate is a mid-level position for which applicants should have strong analytic and writing skills, be a good communicator and team player, and ability to work closely with state officials and the NASHP team. Experience in state government, particularly working in a state based exchange, insurance department or legislative staff, is strongly preferred. NASHP has offices in Washington, DC and Portland, ME. ***This position may be located in either Portland, ME or Washington D.C.***

Essential Duties and Responsibilities

- Track, research and analyze relevant developments with the potential to impact health policy making across multiple levels and agencies of state government, working to develop expertise related to the program area to which s/he is assigned; exercise initiative to identify emerging trends in policy and practice, and leaders and innovators in state government
- Work with both internal and external stakeholders at the state and national level, effectively communicating information on trends and emerging issues in health policy
- Develop and implement studies and analyses of state programs using various methods including surveys, key informant interviews, case studies and focus groups
- Assist in developing and implementing activities designed to support and assist state officials and program administrators including but not limited to CHIP and Medicaid Directors, public health program Directors, behavioral health agency directors, Governors' advisors, insurance department officials and state employee health plans, insurance exchanges and other members of Executive branch agencies and legislative branches of government, as well as others in addressing policy and program challenges
- Stay abreast of relevant literature, national policy and state activity relevant to the health policy work of NASHP, with particular attention paid to those issues directly related to the Policy Associate's assigned policy area
- Plan, research and write briefs, reports, proposals and other publications for both internal and external audiences
- Assist in the development, preparation and implementation of grant-funded projects that align with NASHP's organizational mission and focus issues, including cross-disciplinary proposals; these duties extend to assisting in preparation of required grant reports
- Facilitate state-to-state learning and exchange via multiple strategies, including online, audio and face-to-face interactions
- Assist in staffing and support of Academy committees; participate in the planning and implementation of NASHP's Annual Conference, including but not limited to responsibility for planning workshop content and securing speakers
- Foster collaborative relationships with key stakeholders, including partnering organizations, funders and state officials
- Represent NASHP and relevant project work at meetings and conferences
- Some travel will be required
- Other duties as assigned

Minimum Qualifications

- Previous employment in state government strongly preferred, or health policy or analytic experience that closely tied to state programs
- Solid knowledge of and experience in one or more areas of health policy
- Excellent writing, communication, and analytic skills
- Ability to function effectively in a dynamic work environment, managing multiple projects and demands to achieve quality results in a timely manner
- Ability to work both independently and collaboratively
- Bachelor's degree in health policy, public policy, public health, law or related area, plus relevant work experience preferred

To Apply:

Interested candidates should email a cover letter that includes salary requirements, and their resume to: search@nashp.org. Please put "Policy Associate – EPI" in the subject line. No phone calls please.

The National Academy for State Health Policy is an Equal Opportunity Employer.