

The National Academy for State Health Policy (NASHP) is looking for a Policy Associate to join our Emerging Issues team! Work will focus on state health insurance and exchanges; health care costs; and a wide array of health issues that confront states.

The Policy Associate is a midlevel position and applicants must have strong analytic and writing skills and ability to work closely with state officials and the NASHP team. A legal background and/or 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 DC.*

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;

- Review, analyze and summarize federal and state legislation, rules and regulations that will have an impact on state health policy;
- 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;
- May manage the work of Research Analysts.
- Some travel will be required.
- Other duties as assigned.

To apply: Interested applicants should submit a cover letter detailing their interest and salary requirements, along with a current copy of their resume to: search@nashp.org. Please put "EPI – Policy Associate" in the subject line. *No phone calls please.*

NASHP is an Equal Opportunity Employer.