JOB ANNOUNCEMENT: Policy Manager

About Center for Health Progress:

At Center for Health Progress, we believe that health care is a right. But, we know that the color of your skin, how much money you make, or where you live, have a big impact on a person's access to care and opportunity to live a healthy life. We fight for laws and policies that make it possible for everyone to take care of themselves and their families. And we build community power to get closer to ensuring our health care system works for everyone. Because when our neighbors are healthy, our communities prosper, and Colorado is stronger.

Our long-term goal is that people who experience unjust health outcomes due to historic and systemic injustices have access to timely, high-quality, and affordable health care services that meet their needs. View our health equity commitment for more details.

Position location: Denver, Colorado

Center for Health Progress is a statewide organization with offices in Denver, Fort Morgan, and Pueblo. The Policy Manager will be located in Denver due to proximity to the state Capitol and will require regular travel to stakeholder meetings with legislators, government agencies, and community partners to advance Center for Health Progress’s policy priorities.

About the position:

Center for Health Progress is looking to hire a Policy Manager to lead our analysis and a proactive approach to advancing equitable and just health policies in Colorado. The Policy Manager will support Center for Health Progress’s mission to eliminate barriers to health, and take action on solutions. Our goal is to organize for health justice and build a statewide membership of community leaders who can use their direct experiences to guide the health care system, including Medicaid, to be more responsive to the needs of the community. This position will be supervised by the Deputy Director.

Primary responsibilities:

The Policy Manager will support priority organizing campaigns, legislative priorities, and coalition building to win health equity in Colorado. The ideal candidate is self-directed and shares our organizational values. This position will lead policy analysis, legislative research, and work closely with the Center for Health Progress team to develop strategy to contribute to building an inclusive vision for health justice in Colorado. This role will facilitate the Coalition for Immigrant
Health and will require building relationships with stakeholders to advance the coalition’s policy priorities and respond to issues impacting the health and well-being of Colorado’s immigrant and refugee communities.

**Primary responsibilities of the position include:**

- Conduct thorough analysis and tracking of proposed health related policy at the federal, state, local, and administrative (rules and regulations) levels
- Support position development of Center for Health Progress on health care related policies and legislation
- Research opportunities for new legislation and current policy initiatives to advance health equity in Colorado
- Seek opportunities for public comment on health policy or immigrant health policy issues and develop organizational templates for partner/member sign-ons
- Represent Center for Health Progress at select health policy tables
- Shared facilitation of the Coalition for Immigrant Health and ensure members and stakeholders are actively engaged, supported, and mobilized to support priority legislation to eliminate barriers and promote health justice for immigrant communities
- Collaborate with local-level decision makers including city councils and commissions on health policy issues in Pueblo and Fort Morgan
- Engage the organization’s statewide membership, policy committee, government, community partners, and other stakeholders on priority policies
- Forge and build relationships with regional organizing staff who work closely with communities most impacted by health disparities
- Develop relationships with key public officials to ensure Center for Health Progress is known as a valuable partner and resource to the health advocacy community
- Collaborate with colleagues to develop talking points, campaign collateral, and report materials
- Support organization’s health equity capacity-building activities including facilitating and delivering healthy trainings and other opportunities, as capacity allows
- Provide logistical support to colleagues at the organization and work collaboratively to achieve the overall mission
- Additional responsibilities, as discussed with supervisor

**Required qualifications:**

- A commitment to social justice and health equity
- Understanding of health care, immigration, insurance policy including legislative, budget, and regulatory environments
- Ability to understand data and how to leverage it to support campaign priorities
- Knowledge of barriers to health equity and how to address them through policy and advocacy strategies
- Excellent facilitation, writing, interpersonal, and collaboration skills
- Ability to work independently and meet deadlines, good planning skills, time management, ability to prioritize work and account for results
- Ability to communicate with people at all levels and from diverse backgrounds
- Implementation of feedback on performance in a timely manner
- Comfortable working in a fast-paced environment with shifting priorities
- Willingness to work occasional nights and weekends
- Have a valid driver’s license (but does not need to own a car)
- Ability to travel to conferences both across the state and the country
- Physical demands for this position include frequent standing, sitting, operating a computer, face-to-face conversations, organizational partners, and members of the community, and driving. Additionally, time on the phone and video calls are a regular part of communication.

Preferred qualifications:

- At least two years experience working in health policy, advocacy, or community based organization
- Experience working with communities of color and those most impacted by unjust health disparities
- Bilingual English/Spanish

Salary and benefits:

- $50,000 salary, additional $2,500 for Spanish language fluency
- Full benefits including:
  - Health, dental, and vision insurance coverage for employees and dependents, with 50% employer coverage for partners
  - 10 days of paid vacation
  - 10 paid holidays
  - 10 days of paid health leave
  - 401k retirement plan with up to a 4% employer match
  - 6 weeks of parental leave after 6 months of employment
  - Annual professional development stipend
  - Cell phone Stipend of up to $50 a month

Other Considerations:

All physical offices are currently closed and employees are reporting from home due to COVID-19. We are deeply committed to protecting our team’s wellness and the wellness of the communities we serve.

- All work-related travel is postponed until further notice
- Meetings and trainings that we host or partner to host through the end of May will be cancelled or conducted virtually to adhere to social distancing guidelines
- In the event first interviews will be held virtually, we will send tech instructions and meeting details 72 hours in advance of interview times.
How to apply:

Interested candidates should send (1) cover letter/email, (2) resume, (3) three references, (4) answers to the questions below to nicole.melaku@centerforhealthprogress.org:

1) What are the essential elements of an effective policy campaign? Please try to relate this to a work experience/campaign from your work history.
2) Please share an example of a project/campaign you’ve worked on where health policy intersected with other social issues?

Applications will be reviewed as they arrive. The deadline for all applications and supplemental materials is April 30, 2020 by 5:00pm MST.

Center for Health Progress is an equal opportunity and affirmative action employer. We have an unwavering commitment to maximizing the diversity of our team and want to involve all those who can contribute to our inclusive culture. We actively seek representation of employees who reflect the makeup of the communities most impacted by the issue we are fighting for, health equity. This includes, but is not limited to, class, race, ethnicity, religion/spirituality, gender, gender expression, age, national origin, disability, marital status, immigration status, sexual orientation, history of incarceration, and military status. Persons with disabilities may request accommodations.

OUR HIRING PROCESS & TIMELINE:

- We will begin scheduling a phone screening as completed documentation is received
- We will begin one-hour, virtual interviews for select candidates in early May
- We will invite finalists to a second-round, 1.5 hour virtual interview
- We will make final decisions soon after all second-round interviews have been completed
- We would like to have the selected candidate start no later than June 1, 2020