

Insure the Uninsured Project Health Policy Analyst Job Description April 2021

Federal Labor Standards Act Status

Hourly, Non-Exempt

Reports To

Director of Health Policy Research

Position Description

The Health Policy Analyst contributes to Insure the Uninsured Project (ITUP) policy research, analysis, and communication activities. They report to the Director of Health Policy Research, and work with them and the Executive Director to execute strategy for accomplishing ITUP's short- and long-term policy and research goals. The Health Policy Analyst collaborates with all ITUP team members to support a variety of activities in addition to policy analysis and research, including assisting with social media and ITUP convenings, such as ITUP's annual conference and policy forums. The Health Policy Analyst coordinates with staff and external audiences to advance and improve ITUP publications and programs.

Job Tasks and Responsibilities

- Work collaboratively with the Executive Director and Director of Health Policy Research to execute strategy for accomplishing ITUP's short- and long-term policy and research goals
- Work collaboratively with other ITUP staff and partners to monitor and analyze state, federal, and local policies, legislation, and research affecting health care coverage and access, the health care delivery system, and other emerging health policy topics
- Develop and write research briefs, reports, fact sheets, and annual conference, policy forum, and workgroup agendas aligned with ITUP's mission and policy priorities
- Support the Executive Director and Director of Health Policy Research to maintain relationships with external partners and research organizations focused on health research and policy analysis

Education and Experience

- **Required**
 - Bachelor's Degree
 - Minimum of 1 – 3 years of overall professional experience
 - Excellent research, analytical, oral, and written communication skills
 - Ability to translate complex issues and policy into user-friendly written communications
 - Proficient in Microsoft Office programs

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- **Additional Skills Preferred**

- Master's degree in Public Health, Public Policy, Public Administration, or equivalent
- Health care and/or health policy experience
- Legislative bill and/or regulatory analysis experience

Key Attributes for Success

- Self-starter with the capacity to work both independently and as part of a team
- Detail-oriented with an eye for accuracy and consistency
- Exceptional time management and organizational skills with the ability to shift gears quickly
- Efficient in managing multiple tasks and deadlines
- Able to take direction and execute based on that direction
- Adaptable and willing to learn new skills, styles, methods, and content
- Experience or interest working with nonprofit organizations
- A passion for the mission of ITUP

Salary and Benefits

- \$50,000 - \$64,000 annually (dependent on experience)
- Employer-sponsored health, dental, vision insurance
- 403(b) retirement account, with employer match
- 10 paid holidays, plus December Holiday Break
- Earn up to 15 days of vacation throughout the year for first 2 years of employment
- 8 Days of Paid Sick Leave
- \$200 remote work stipend, upon employment; \$100 remote work stipend annually thereafter
- ITUP laptop provided for remote and in-office work

Additional Information

- Ability to sit at a desk and work at a computer station for extended periods of time each work day
- Ability to lift up to 25 pounds on a periodic basis
- Occasional travel – less than 25 percent
- Location: Sacramento, CA (NOTE: temporarily remote)

ITUP is excited to grow our team and is committed to fostering and preserving a culture of inclusion, diversity, and equality. We believe that, collectively, we achieve more when everyone is celebrated and empowered. We welcome all applicants without regard to race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.