The National Academy for State Health Policy (NASHP) seeks a policy associate for its Child and Family Health Team. The candidate should have experience and a strong interest in state policies related to maternal and child health, services and systems for women, children and families, and/or delivery system and payment innovation.

NASHP is a nonpartisan forum of policymakers throughout state governments, learning, leading and implementing innovative solutions to health policy challenges. To accomplish its mission, NASHP convenes state leaders to solve problems and share solutions, conducts policy analyses and research, disseminates information about state policies and programs, and provides technical assistance to states.

Policy associates are key staff positions who require substantive as well as practical content expertise in state health policy. They are health policy experts that conduct in-depth qualitative policy research and analysis, assist with project development and management, write policy briefs, blogs and other related resources, and work directly with federal officials and state health policy officials including governors’ staff, executive branch officials, and state legislators. Policy associates must have strong analytic, writing, program development, and project management skills, and a proven record as a strong team player. This individual will work on federal and foundation-supported grants and contracts related to child and family health. Prior experience and expertise in health policy and state systems related to child and family health are required.

NASHP staffers currently remain on work-from-home status, but the organization hopes to return to its offices in Washington, DC, and Portland, Maine, once it is safe.

**Essential 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.
- When it is deemed safe to travel again, some travel will be required.
- Other duties as assigned.
Minimum Qualifications

- This is not an entry-level position. Previous employment in state government strongly preferred, or health policy or analytic experience closely tied to state programs;
- Solid knowledge of and experience in one or more areas of health policy, particularly in the area of maternal and child health;
- Excellent writing, communication, and analytic skills;
- Proven 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 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 “CFH – Policy Associate” in the subject line. No phone calls please.

NASHP is an Equal Opportunity Employer, providing equal employment opportunities to all employees and applicants without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age disability, genetic information, marital status, or military or veteran status in accordance with all applicable laws. We do not tolerate discrimination or harassment and are committed to building a diverse workforce and leadership team. We encourage and welcome all persons to apply.