



## **Health Policy Analyst Position Description**

Statewide consumer advocacy organization Georgia Watch seeks a confident and passionate professional to serve as Health Policy Analyst. The analyst will work alongside other staff to develop and support Georgia Watch's consumer education and advocacy work in the Healthcare Access impact area. They will assist with planning, implementing, communicating, and evaluating existing projects and develop new ones as needed to further the organization's mission.

Founded in 2002, Georgia Watch is the state's leading nonprofit consumer advocacy organization, focused on issues that impact people's wallets and quality of life. The organization uses education and advocacy to help give consumers a strong ally to level the playing field with powerful special interests in the state. We work every day to protect and inform consumers, so all Georgians prosper, and their communities thrive. While we serve all Georgia consumers, we are particularly dedicated to ensuring that the most vulnerable of our population have representation and access to necessary resources and are aware of their rights in the consumer marketplace. To fulfill our mission, Georgia Watch works closely with the public, coalition partners, legislators, regulators, and the media to serve as an advocate as well as a trusted resource for information and guidance. Through education, we seek to help Georgians harness their own power to become effective advocates for themselves.

### **Essential Job Functions**

This position requires significant subject matter expertise in health policy, public health, and healthcare systems, as well as a keen understanding of legislative processes and healthcare financing mechanisms. The Health Policy Analyst will:

- Provide policy thought leadership in support of Georgia Watch's healthcare access initiatives;
- Draft issue briefs, one-pagers, research reports, testimony, talking points, and other materials to make an evidence-based case for our policy goals around healthcare access and health systems reform;
- Develop written and online resources and workshop curricula to educate consumers and service providers;
- Represent Georgia Watch in a range of coalition activities, attending conferences and making policy presentations to community groups to build grassroots support for pro-consumer policies;
- Lead tracking of grant deliverables and project evaluation;
- In collaboration with other staff, prepare grant proposals and help identify new sources of funding; and
- Track impact data to evaluate the effectiveness of the impact area's goals and objectives.



### **General Responsibilities**

- Coordinate volunteers for specific projects and help supervise graduate student interns to carry out activities related to program work;
- Assist with development of the marketing and communications associated with the organization's activities;
- Contribute to social media and online outreach, including Georgia Watch blogs and newsletters;
- Build and maintain contact lists of community partners, consumers, legislators and other key stakeholders;
- Work with staff to coordinate annual Consumer Champion Award Celebration and other special events and meetings, and
- Support staff in completing additional tasks related to the day-to-day functioning of the organization.

### **Position Requirements**

#### ***All potential candidates must have:***

- Bachelor's degree (J.D. or master's degree in public administration, public health or a related field preferred) and three or more years of related work experience, including supervisory, health policy and project management expertise;
- Passionate interest in consumer issues, including social determinates of health;
- Outstanding multitasking and time management skills -- must be able to prioritize, plan, and manage multiple projects simultaneously with high attention to detail;
- Flexibility and capability to work well independently, as well as part of a team, in a fast-paced, entrepreneurial environment;
- Excellent written and verbal communication skills;
- Ability to connect with a wide cross-section of people, including consumers, funders, policymakers, advocates, and other professionals;
- Advanced knowledge and skills in using Excel, Microsoft Word, and PowerPoint for creation of project management tools, educational resources, and presentations;
- Previous experience writing grant proposals, grant reports, and policy research papers preferred, and
- Some state and local travel is required.

### **Application Procedure/Deadline**

Interested candidates should submit a resume, cover letter, and writing sample by email to Deputy Director Natasha Taylor at [ntaylor@georgiawatch.org](mailto:ntaylor@georgiawatch.org). The posting will be open until the position is filled. Georgia Watch is an equal opportunity employer. We recruit and select the most qualified candidates to fill job openings. We actively seek individuals who expand the diversity of the Georgia Watch team.