



## **Health Policy Analyst**

*Posted 12/1/2021*

The Health Policy Institute of Ohio, a Columbus-based nonprofit organization, seeks applicants for a full-time health policy analyst position.

Specific responsibilities include:

- Conduct and support research and co-author or contribute to written products, including policy briefs, fact sheets and resource pages
- Develop written product outlines that have a logical structure and identify a clear purpose and set of objectives
- Develop charts, graphs and other visual tools, including compiling and checking data values
- Lead project components, including developing work plans, executing and monitoring project tasks and timelines
- Conduct primary data collection and analysis, such as key informant interviews, document review and online survey research
- Conduct secondary data compilation and analysis
- Plan and coordinate stakeholder group activities and facilitate small group discussions
- Build and maintain relationships with stakeholders from a variety of sectors
- Provide technical assistance to policymakers, including compiling research or data on specific topics or legislation and drafting written responses
- Create and deliver effective presentations

The ideal candidate will have:

- Experience with health policy analysis, stakeholder engagement, meeting facilitation and project management
- Ability to identify and review data and material from several sources and summarize that information in a compelling manner for policymakers and lay audiences
- Well-developed written and verbal communication and interpersonal skills
- Ability to work independently within the context of a team-oriented organization
- Creative, curious and interested in learning about a wide variety of issues
- Excellent attention to detail
- Strong multi-tasking ability and work ethic
- Experience supervising staff or interns and/or mentoring new professionals

This position requires:

- Minimum of master's degree or other advanced degree and at least two years of relevant experience or bachelor's degree and at least four years of relevant experience



- Passion for HPIO's mission
- Commitment to diversity, equity and inclusion
- Well-developed written and verbal communication and interpersonal skills
- Ability to work independently within the context of a highly collaborative team
- Ability to manage deadlines, including flexibility in adapting to changing deadlines
- Ability to give specific feedback to colleagues and integrate feedback provided by colleagues and stakeholders
- Excellent attention to detail
- Strong multi-tasking ability and work ethic
- Proficiency in office software, including but not limited to MS office, Outlook, Survey Monkey, virtual meeting and shared drive platforms

This position also requires:

- Ability to work both in a traditional office environment and/or from home as needed
- Routine use of standard office equipment including, but not limited to, computers, monitors, phones, copiers printers, scanners and filing cabinets
- Ability to sit, in a stationary position, continuously for long periods of time, with constant keyboarding
- Interacting and regularly communicating with others to exchange information, including talking, listening and interpreting spoken and written messages
- Occasional standing, bending and moving of office materials or equipment (less than 15 pounds)
- Occasional in-state or out-of-state travel

Interested candidates should send a letter along with a resume to President, Health Policy Institute of Ohio, at [hpio.job@gmail.com](mailto:hpio.job@gmail.com) by Thursday, December 23, 2021.

The Health Policy Institute of Ohio ensures equal employment opportunity in accordance with the Ohio Revised Code 125.111 and all applicable federal regulations and guidelines.