



## **Health Policy Analyst**

*Revised 2/15/2022*

The Health Policy Institute of Ohio, a Columbus-based nonprofit organization, seeks assistant policy analyst, policy analyst or senior policy analyst candidates for potential full-time or part-time positions.

Health policy analysts at HPIO are key members of a highly collaborative team. They use data and research to think critically about complex health challenges and highlight solutions. The mission of HPIO is to advance evidence-informed policies that improve health, advance equity, and lead to sustainable healthcare spending.

If you are passionate about making sure that Ohioans have opportunities to reach their full health potential, we would love to hear from you! We cultivate a work environment where we learn and grow together. We offer competitive salaries and benefits, flexible work arrangements and opportunities to lead and exercise creativity.

We're seeking candidates who have:

- Passion for diversity, equity and inclusion
- Experience analyzing data and identifying trends
- Interest in, and knowledge of, public policymaking
- Well-developed written and verbal communication skills
- Ability to manage projects, and adapt to changing deadlines

The position requires a minimum of a master's degree or other advanced degree and at least two years of relevant experience or a bachelor's degree and at least four years of relevant experience. We will consider candidates with a wide range of experience.

Primary responsibilities include:

- Conducting literature reviews
- Writing policy briefs, fact sheets and resource pages
- Collecting and analyzing primary data through methods such as key informant interviews, focus groups, document review and online surveys
- Compiling and analyzing secondary data from sources such as population-level surveys
- Developing charts, graphs and other visual tools, including compiling and checking data values
- Managing projects, including developing work plans, executing and monitoring project tasks and timelines
- Planning stakeholder group activities and facilitating small group discussions
- Creating and delivering effective presentations



This position also requires:

- Proficiency in office software, including but not limited to Microsoft Office, Outlook, Survey Monkey, virtual meeting and shared drive platforms
- 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 cover letter along with a resume to President, Health Policy Institute of Ohio, at [hpio.job@gmail.com](mailto:hpio.job@gmail.com) by Monday, March 7, 2022.

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.