



CHILDREN'S ALLIANCE

A Voice for Washington's Children, Youth & Families

JOB DESCRIPTION **Health Policy Coordinator**

The Health Policy Coordinator supports the Children's Alliance's goal to ensure that all children in Washington have access to the health coverage and care they need to grow and thrive. This is a **part-time (approximately 20 hours per week) temporary position** based in our Seattle office. Reports to the Health Policy Director. The position will run through June 30, 2016. Ability to work a flexible schedule is occasionally required, with some evenings and weekend availability required. Compensation is on an hourly basis at \$28.00 per hour; as a temporary position it does not include benefits. Desired starting time is no later than December 15, 2015.

Responsibilities

General Duties

- Assist in staffing the Health Coalition for Children and Youth (HCCY), including administrative support and coordination of workgroups.
- Support the overall Children's Alliance lobbying, communications and mobilization strategy for health policy.
- Track current and relevant health policy research, data and issue briefs.

Legislative Session Duties

- Support legislative advocacy, including researching, writing, and editing policy documents that support children's health coverage.
- Provide support for the children's health legislative activities of the Children's Alliance. Responsibilities will include monitoring legislative committee hearings and bill tracking.

Coalition Duties

- Support advocacy strategies to increase health coverage and access for all children in Washington, with a particular focus on erasing health disparities faced by children in low-income families and children of color through coalition work.
- Proofread documents, prepare for meetings, record meeting notes, and draft minutes.

Other Duties

- Schedule meetings with policymakers, staff, and/or community partners.

- Participate in organizational activities such as staff work groups, membership meetings, trainings, staff meetings, and other events and activities as needed.
- Other duties as assigned.

Qualifications

- Knowledge and understanding of health policy, health care issues, and/or the healthcare delivery system, preferably as related to addressing health and access disparities.
- Experience working with diverse communities and commitment to diversity and equity.
- Experience supporting and staffing coalitions and workgroups.
- Experience analyzing policy issues and producing written and verbal summaries
- Proven ability to work effectively with a variety of people and public and private organizations.
- Ability to be self-motivated and work autonomously.
- Excellent oral and written communications skills, including computer proficiency and social media experience.
- Excellent relationship skills and teamwork.
- Outstanding attention to detail.
- Commitment to the mission of the Children's Alliance and passion for and interest in furthering the work of a child advocacy organization.

Send cover letter and resume to tatsuko.gohollo@childrensalliance.org by December 15, 2015. Please note: materials will be reviewed on a rolling basis, so position may be filled sooner than December 15.