POSITION DESCRIPTION

Title: Policy and Community Liaison – Healthcare Advocates Workforce
Policy/Area: Policy and Research
Salary: $47,500

Organization Summary
Community Health Councils (CHC) is a non-profit, community-based health education, advocacy and policy organization established in 1992 in response to the growing health and healthcare crisis. CHC is dedicated to social justice and equity in community and environmental resources for underserved communities. CHC has been on the cutting edge of public policy and program development, working to strengthen community participation and inform state and local policies that: (1) improve community health and education to achieve optimal health and healthy lifestyles; (2) ensure equitable access to quality healthcare services; (3) provide universal access to quality healthcare coverage and (4) eliminate health disparities. Our policy areas include Health Systems and the Built Environment. Each area represents a unique opportunity to engage members of impacted communities in program and policy development through a wide variety of community interventions and strategies as well as representation and leadership through the coalitions and collaborations convened. The organization has evolved to have a local, state and national, policy focus to improve the health of under-served and marginalized communities.

Summary Description
CHC’s policy work is achieved through local coalitions that address health disparities and equity. Under the direction of the Director of Policy and Research, the Policy and Community Liaison will work primarily on healthcare workforce issues, in particular managing our Healthcare Advocates Youth of Color workforce pipeline internship program. In addition, this position will work collaboratively across all health systems work, and support on general policy tracking at the local, state and national levels. Other responsibilities will include supporting stakeholder engagement, coalition building, and developing policy priorities and policy recommendations as uncovered through our Healthcare Advocates program and health policy research. This position provides direct organizational support in linking community-based and driven research, policy and systems changes with enduring community-level investments that promote health and well-being.

Specifically, this position will:
• Provide project management and program coordination support for the Healthcare Advocates Youth of Color workforce pipeline project, helping to recruit and coordinate a cohort of South LA high school students through a 5 ½ month internship process.
• Design and facilitate trainings for youth participating in the internship.
• Manage communications, logistics, and facilitation of advisory committee meetings, as well as partnership meetings with clinics and educational partners.
• Create and maintain relationships with project partners and expand awareness of Healthcare Advocates project.
• Stay up to date on policy topics and trends that are most relevant to the project, such as economic and workforce development, youth development, healthcare access and regulation.
• Research and translate complex policies into formats, visual or otherwise, that can be effectively presented to the community.
• Provide input on the impact of changes in the policy landscape as it aligns with CHC priorities.
• Support and build the capacity of youth, clinic and other partners to help create a comprehensive and sustainable system of care for South Los Angeles, including an increased and strengthened workforce; increase the knowledge, participation, and leadership role of consumers and stakeholders in policy and
local resource development to address health disparities; and ensure equitable access to high-quality healthcare for the underserved.

- Engage a broad cross-section of community stakeholders to increase authority of underserved populations over local resources through capacity building, leadership, and economic development.

**Detailed Description of Duties and Responsibilities:**

**Project Management and Coordination**

- Provide clear expectations, guidance and support to team members through the use of Asana project management software as well as via coaching and mentoring.
- Create recruitment and outreach materials for youth program and manage recruitment and outreach process including panel review with advisory committee;
- Coordinate schedule, design and facilitation or co-facilitation of workshops with youth;
- Coordinate all logistics for the internship program, including field trips, guest speakers and technology;
- Assist in design and administration of evaluation and feedback forms;
- Hold all subcontractors and consultants accountable to ensure the projects’ goals and objectives are effectively being executed.
- Maintain consistent communications among all project stakeholders through multiple channels (project management software, social media, email, phone calls, meetings).
- Attend all meetings related to each project and ensure notes from outcomes of each meeting are inputted into Asana.
- Prepare all project reports in a timely manner.
- Prepare and maintain documentation of efforts and other reporting mechanisms that can support evaluation of impact and the creation of replicable strategies.
- In collaboration with the Director of Research and Policy, ensure deliverables are on track and on budget.

**Research and Policy**

- Support Director and Policy & Research team on research and evaluation associated with Healthcare Advocates project (e.g., field research on other pipeline programs; administration and data entry of participant evaluation forms).
- Support Policy & Research team stay on track with relevant policy issues at local, state and national levels.

**Public Relations**

- Attend and represent the coalition/committee and CHC at relevant external meetings, conferences, trainings, etc.;
- Create educational collateral to support coalition partners and other stakeholders (i.e. fact sheets, toolkits, presentations, newsletters and web content).

**Stakeholder Engagement and General Administration**

- Outreach, organize, and actively engage community members in public decision-making processes at the local, state and/or national levels as relevant to the project;
- Plan, convene, and facilitate collaborations/community meetings, forums, trainings, focus groups and other activities as neccessary;
- Cultivate, engage and support coalition and community members in a wide spectrum of policy and advocacy activities;
- Collaborate with team members across disciplines and subject matters;
- Provide administrative support on internal and external meetings, such as coordinating meeting logistics, including notices/flyers, printed materials, food, room reservations, informational updates, taking notes/minutes, etc.;
Qualifications and Skills:

- Master’s degree in public health, public policy, urban planning, public affairs, sociology, anthropology, social welfare or other health-related field; AND
  - Minimum of one to two years of professional experience in a nonprofit, foundation or governmental setting; OR
- Bachelor’s degree in public health, public policy, urban planning, public affairs, sociology, anthropology, social welfare or other health-related field PLUS at least three to five years of professional experience in a nonprofit, foundation or governmental setting.
- Ability to multi-task in a fast-paced environment while maintaining an entrepreneurship spirit.
- Experience and skill at general project management, including developing and maintain timelines, and coordinating meetings and stakeholders.
- Knowledge of policy development and legislative processes.
- Knowledge of Los Angeles area policy issues, especially issues relevant to South Los Angeles preferred
- Proficient in Microsoft Office (especially Microsoft PPT and Excel); familiarity with GIS, SPSS, STATA, SAS or other quantitative software, and qualitative analysis software (e.g., NVivo) a plus;
- Ability to interact with diverse populations, sectors and disciplines at all levels—public-legislatures, government, private enterprises, nonprofit organizations, and specifically with South LA residents.
- Critical and strategic thinker who thrives in innovation.
- Experience and skill working with youth, in particular youth from diverse cultural backgrounds and situations.
- Excellent oral and written communication skills, as well as excellent public speaking skills.
- Willingness and ability to travel locally.
- Professional demeanor, able to function independently and within a team.
- Knowledge of Asana Project Management and Office 365 software a plus.

Community Health Councils is a non-profit, community-based health advocacy, policy and educational organization. We offer a competitive salary and generous benefits including medical, dental, vision and 403b plans; vacation, sick and holiday benefits. CHC is an equal opportunity employer. Women and persons of color are encouraged to apply.

TO APPLY: Please email a Cover Letter and Resume as separate attachments to humanresources@chc-inc.org and include the exact title of the position you are applying for in the subject line of your email.