

## Position Announcement

Job Title: **Health and Aging Policy Analyst**

Supervised by: Policy Director

Supervises: N/A

Classification: Exempt, Full-time, Salaried

### Organization Summary

Health & Medicine Policy Research Group (HMPRG) began in 1981 as an independent, non-profit health policy and advocacy center in Chicago working to improve the health of all people in Illinois by promoting health equity. Our Center for Long-Term Care Reform promotes a just system of long-term services and supports and healthy and equitable aging for all.

### Position Description

The Health and Aging Policy Analyst (“Analyst”) reports to the Policy Director (“Director”) and will collaborate with the Director, the Health and Aging Policy Organizer, and other staff. The analyst will meet regularly with Health & Medicine’s Long-term Care Committee responsible for providing strategic advice and consultation for this work.

The Analyst will work in collaboration with Center for Long-term Care Reform staff to engage key stakeholders to identify key issues for the strategic action plan for aging in Illinois (“aging plan”), analyze and write about policy issues, and organize and engage these groups all in support of the campaign for an aging plan. The Analyst’s work will contribute to movement growth for equitable aging in Illinois.

The Analyst will support these stakeholders to collectively inform and educate public officials, agency leadership, and other policy makers to understand and support to engage in a planning process for the development of the aging plan.

The eventual aging plan will seek to make supports for older adults and for people across the life-course that are accessible, affordable, comprehensive, high-quality, and equitable to make Illinois a state where people can age well. The plan will advance better supports for those who care for older adults at home and in communal settings.

### Position Responsibilities

- Contributing to an organizing, partnership development, and advocacy efforts for the campaign
- Analyzing other state reform efforts and comprehensive plans for addressing healthy aging across the life course
- Researching policy issues; contributing content for policy briefs and reports, social media, newsletter and website content
- Coordinating, setting up meetings, including scheduling, drafting and sending invitations, taking notes, writing meeting summaries, and sending follow-up items
- Supporting planning for and providing support during meetings with key stakeholders (including elected and appointed officials) conducting workshops, presenting, and facilitating breakout sessions
- Representing HMPRG at external collaboration meetings, as assigned
- Supporting development of recommendations for the design, delivery, and financing of supports for older adults and caregivers
- Supporting development of slide presentation content
- Assisting with developing and scheduling social media content
- Supporting and maintaining development of aging stakeholder directory
- General administrative duties as assigned including editing and contributing to fundraising and

- grant writing efforts
- Other duties as assigned

### **Position Qualifications**

#### **Knowledge and Experience**

- Either a bachelor's degree with 3 years work experience or a master's degree with 2 years work experience
- Experience with policy research, analysis, and writing
- Familiarity with aging-related issues, public health, social determinants of health, structural inequities, health equity, and life-course perspective
- Knowledge of local, state, and federal public policies and programs related to aging, healthcare, public health, and social services for underserved populations
- Focus on equitable and inclusive processes that actively include people who have been excluded from policy discussions, experience oppression, and are underserved by public systems
- Experience with mentoring and community work and outreach
- Commitment to Health & Medicine's mission, vision, and values

#### **Skills**

- Excellent written and oral communication skills
- Highly collaborative and creative
- Detail-oriented
- Self-starting and self-directed work habits
- Strong interpersonal skills and ability to cultivate and sustain relationships with diverse coalitions
- Advanced proficiency in the use of Microsoft Office
- Strong research and editing skills
- Ability to work on several projects simultaneously in fast-paced, deadline-oriented environment and to collaborate and communicate with a team

#### **Other preferred qualifications**

- Experience and/or familiarity with community, labor, or issue-based organizing
- Experience with developing or contributing to health or government agency planning efforts

#### **Work Environment**

- Work is normally performed in a typical office work environment
- Sitting for extended periods is required
- Local travel to off-site locations throughout Chicago, suburbs and across Illinois occasionally required (once COVID-19 restrictions are lifted)
- Workday is generally 9am – 5pm, although evening and weekend meetings will be necessary

#### **Note on Modified Work Environment During COVID-19 Pandemic**

To protect the health of staff and to align with public health guidance, Health & Medicine staff have been working remotely since March 2020. Employees are required to have access to a working internet connection and phoneline that enable them to conduct their work. Health & Medicine's modified work environment in response to COVID-19 are considered to be temporary and subject to change. We anticipate the work from home policy to be in place at least until sometime in the summer of 2021 and will continue to monitor and be responsive to the COVID-19 pandemic.

## **Compensation**

Starting salary range \$48,000- \$53,500 annually depending on qualifications and experience.

Excellent benefits package including:

- 100% employer-paid health, vision, and dental insurance
- 3 weeks (15 days) paid vacation per year in addition to paid sick time and 10 paid holidays
- 401K retirement plan, with employer contribution after one year
- 12 weeks fully paid maternity/paternity leave policy

## **TO APPLY:**

- Email a cover letter and resume to [jobs@hmprg.org](mailto:jobs@hmprg.org). **Please write your name (Last, First) then “Health and Aging Policy Analyst” in the subject line of your e-mail.** Incomplete applications will **not** be accepted.
- Deadline to apply is **May 5, 2021**.
- No phone calls. Recruiters please do not contact this job poster.
- Health & Medicine is an equal opportunity employer. We welcome diversity among our board and staff and volunteers. We recruit, hire, train and promote without regard to race, color, religion, national origin, sex, age, sexual orientation, gender identity, disability, or any other protected status.