



Legislative Affairs and Policy Coordinator

About NAPH

About the National Association of Public Hospitals and Health Systems (NAPH)

NAPH represents the nation's safety net hospitals and health systems, which provide high volumes of care to low-income individuals. These facilities offer high-quality health services for all patients, including the uninsured and underinsured, regardless of ability to pay. In addition to helping ensure access to health care for all Americans, safety net hospitals provide many essential communitywide services, such as primary care, trauma care, and neonatal intensive care. Safety net hospitals also train many of America's doctors, nurses, and other health care providers. Since its inception in 1980, NAPH has cultivated a strong presence on Capitol Hill, with the executive branch, and in many state capitols. NAPH advocates on behalf of its members on such issues as Medicaid, Medicare, and access to health care services for vulnerable populations. For more information, visit our website at <http://www.naph.org/>

Salary/Benefits

Position title and salary are commensurate with experience and includes a generous benefits package. NAPH is an equal employment opportunity employer and values diversity in its workforce.

How to Apply

Send resume, cover letter, salary requirements and a 2-5 pg. writing sample (unedited) via email, in MS Word or PDF format, to careeropty@naph.org, or mail to: NAPH, Attn: HR Dept/Editor, 1301 Pennsylvania Avenue, NW, Suite 950, Washington, DC 20004. EOE

About the Position

The primary purpose of the Legislative Affairs and Policy Coordinator is to assist with Legislative Affairs and Policy projects, and to support the ongoing efforts of the Advocacy team by providing analytical expertise on legislative and policy issues of importance to NAPH members and maintaining relationships with key legislative offices and other advocacy organizations.

Key Responsibilities

- Coordinate Spring and Fall legislative events, including organizing Capitol Hill meetings for members, speakers, agenda, and the production of materials.
- Coordinate member engagement activities such as the Government Relations Academy and regional trainings/workshops, including speakers, agenda, and production of materials.
- Coordinate the production of and provide content for the weekly advocacy/policy newsletter and podcast.
- Draft advocacy and policy communications, including formal letters, talking points, issue briefs, presentations, and other messaging materials for various audiences.
- Monitor health reform implementation activities and legislative issues, and research and summarize legislation, as assigned.
- Assist with quantitative and qualitative analyses of policy issues.
- Support production of background materials for advocacy and policy-oriented NAPH educational programs and conferences.
- Ensure the timely update of the advocacy and policy sections of the website.
- Provide administrative and analytical support for the Partnership for Medicaid – a coalition of national organizations chaired by NAPH.
- Interact with NAPH government relations contacts to further NAPH advocacy goals.

Qualifications

Education/Experience

Bachelors degree and a minimum of 3 years of political/policy experience. Knowledge of health care issues/policy preferred.

Knowledge, Skills and Abilities

- Highly organized and able to coordinate complex projects
- Able to manage multiple projects and tasks simultaneously
- Excellent written and oral communication skills
- Ability to synthesize complex materials
- Displays positive customer service attitude and is willing to work as a team player
- Possesses interest in and basic understanding of federal lobbying, U.S. health care system, and the Washington, DC health care policy environment