

Policy Analyst

Position Title: Policy Analyst
Department: Policy and Advocacy
Reports to: Director of Policy and Advocacy
Location: Washington, D.C.

The Association of Asian Pacific Community Health Organizations (AAPCHO) seeks a Policy Analyst to support its federal policy and advocacy agenda in Washington, D.C. The Policy Analyst will help develop strategy and execute AAPCHO's administrative, legislative, and political agenda that advances health equity for medically underserved Asian Americans and Native Hawaiians/Pacific Islanders and supports AAPCHO's member community health care organizations. The Policy Analyst will work with relevant AAPCHO staff and member organizations to formulate policy priorities and engage in Federal legislative and administrative advocacy, coalition building, and with the media.

Position Description

The Policy Analyst will play a significant role in leading key areas of the organization's advocacy agenda, including a leading role in strengthening its relationships with federal regulatory agencies and Administration officials. The Policy Analyst will support advocacy efforts through research on health policy issues; summarizing evidence through written materials, infographics, and social media; and representing the organization in meetings with external partners and stakeholders. This position reports directly to the Director of Policy and Advocacy and is based in Washington, D.C. Work from home is authorized but the Policy Analyst must be able to attend in-person meetings with federal agencies, Hill offices, and coalition partners when they resume.

Duties and Responsibilities

- Monitor federal policy issues affecting the health center program, including COVID-19 response, Medicaid funding, FQHC payment and delivery reform, Medicare, behavioral and telehealth priorities, and primary care workforce issue.
- Maintain relationships and communications with federal Administration policymakers, Members of Congress, and AAPCHO member staff on AAPCHO policy issues and priorities.
- Analyze emerging public policy issues and trends affecting the health care landscape, AAPCHO member organizations, Asian Americans and Native Hawaiians/Pacific Islanders, and immigrant communities.
- Develop AAPCHO policy publications, including issue briefs, white papers, member newsletters, presentations, and testimony and comment letters.

- Develop and implement strategies to strengthen engagement with AAPCHO members on critical federal health policy priorities, particularly on issues affecting the health center program and AA and NH/PI access to care.
- Work with AAPCHO's communications department to manage and produce external advocacy-related communications, including press releases, policy alerts, social media content and graphics, and op-eds.
- Represent AAPCHO in external-facing forums, including in meetings with policymakers, federal agency personnel, Congressional staff, issue experts, coalition partners, and stakeholders.
- Provide strategic recommendations, as appropriate, to varying levels of AAPCHO leadership and member organizations.

Required Qualifications

- Bachelor's degree required; Master's degree in public policy, public health, or related field is preferred.
- Three (3) to five (5) years of relevant experience in health policy, immigrant rights, or civil rights.
- Demonstrated commitment to health equity and Asian American and Native Hawaiian/Pacific Islander health and community issues.
- Demonstrated self-starter who is highly organized, detail-oriented, and possesses excellent interpersonal, written, and verbal communication skills to synthesize and process information for multiple audiences.
- Demonstrated knowledge of health policy with experience working with federal agencies and/or Congress, particularly the community health center program and Asian American and Native Hawaiian/Pacific Islander issues.
- Demonstrated capacity to set priorities; work on multiple detail-oriented tasks, often on a time-sensitive basis; and work effectively both individually and as part of a team.
- Demonstrated record of informing health policy through research, policy analysis, or community leadership.
- Experience communicating health policy ideas in public settings such as coalition meetings, Congressional briefings, major conferences, live-streamed webinars, and with the media.
- Flexibility for occasional travel when it is safe to do so.

Selection Process

Applicants should submit materials electronically to Policy-Analyst-Job@aapcho.org, with subject line: Policy Analyst. Applications should include a one-page cover letter, resume, two professional references, and writing sample. **No phone calls, please.**

AAPCHO is an equal opportunity employer and does not discriminate on the basis of race, color, ethnicity, national origin, religion, gender, sexual orientation, disability, or age.