



AMERICA'S ESSENTIAL HOSPITALS

America's Essential Hospitals represents more than 200 hospitals and health systems that share a mission to ensure access to high-quality health care to all people, including those with no ability to pay. As the voice for these hospitals on Capitol Hill, America's Essential Hospitals works closely with Congress and federal regulators on issues critical to our members, especially Medicaid and safety net financing. America's Essential Hospitals advocates on behalf of its members on such issues as Medicaid, Medicare, and access to health care services for vulnerable populations. Our research affiliate, the Essential Hospitals Institute (formerly the National Public Health and Hospital Institute), conducts research and education relevant to America's Essential Hospitals and its members.

JOB TITLE: Senior Legislative Affairs Associate

POSITION SUMMARY: The senior legislative affairs associate will support America's Essential Hospitals' advocacy efforts by establishing and maintaining relationships with key legislative staff, organizing grassroots and stakeholder initiatives and engaging member hospitals in federal advocacy efforts.

REPORTS TO: Director of Legislative Affairs

PRINCIPAL DUTIES AND JOB RESPONSIBILITIES:

- Work with Legislative Affairs team to develop and execute legislative strategies to advance the interests of Essential Hospitals and their patients
- Conduct regular legislative outreach and communicate America's Essential Hospitals' message, information and issues with legislative staff
- Assist in planning and executing legislative events and Hill briefings for congressional staff, including identifying timely topics and appropriate audiences, and preparing materials
- Assist in educating the membership, including planning and hosting teleconferences and conference sessions
- Draft written advocacy materials including advocacy alerts, formal letters, talking points and issue briefs
- Work with America's Essential Hospitals' advocacy team to conduct mobilization activities that encourage association members to engage their congressional delegation on relevant/timely issues impacting their hospitals
- Represent America's Essential Hospitals' at coalition meetings with other national associations and attending hearings and other meetings as necessary
- Monitor legislative and regulatory status of issues as assigned
- Travel to America's Essential Hospitals' member facilities and participating in America's Essential Hospitals' conferences as appropriate

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Possesses a strong understanding of current health care policy issues and congressional process

essentialhospitals.org

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- Has existing bipartisan relationships with legislative staff
- Strong analytical writing and verbal communications skills
- Highly organized and skilled in synthesizing complex materials
- Positive customer service attitude
- Proven ability to work on a team

PREFERRED KNOWLEDGE AND SKILLS:

- Knowledge of hospital-specific issues, Medicaid financing
- Ability to work with a team to develop legislative strategies and campaigns

MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

- Bachelor's degree and a minimum of 4 years of political/policy experience focusing on health care issues or
- Master's degree and a minimum of 2 years of political/policy experience focusing on health care issues
- Capitol Hill staff experience strongly preferred

SALARY/BENEFITS:

Position title and salary are commensurate with experience and includes a generous benefits package.

America's Essential Hospitals is an equal employment opportunity employer and values diversity in its workforce.

HOW TO APPLY:

Send resume, cover letter, and salary requirements via email, in MS Word or PDF format, to careeropty@essentialhospitals.org.