



## 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: Policy Program Assistant**

#### **Job Summary:**

The primary purpose of the Policy Program Assistant is to support the work of the Policy Department – assisting the Assistant Vice President for Policy, and the association's policy initiatives to protect and promote essential hospitals' interests in the short- and long-term.

#### **Key Roles and Responsibilities:**

- Draft and record weekly policy podcast
- Track relevant policy developments and update internal documents as necessary
- Draft short, straight-forward policy correspondence
- Proactively resolve calendar conflicts
- Maintain internal review schedule for policy-focused written products
- Apply association branding and style guidance to format/edit letters, reports, and correspondence from draft to final stage
- Support straight-forward and moderately-complex policy projects
- Use Constant Contact to send policy-specific correspondence to the membership
- Handle administrative details and routine issues independently, and take responsibility for completing these on time, to a high quality
- Anticipate and respond to changing situations
- Effectively manage conflicting priorities. This involves organizing your workflow to accomplish tasks and balance workloads
- Use appropriate judgment and knowledge of association policies in executing responsibilities
- Proactively notify the AVP for Policy on issues of quality and conflict

- Collaborate with colleagues to recommend most efficient and cost-effective ways to complete tasks
- Develop and demonstrate solid knowledge of association-wide and department-specific tools, processes, and products.
- Apply and share knowledge gained about work processes and resources of the association

**Basic Minimum Qualifications:**

- Bachelor's degree and 2 years of relevant office experience
- Experience with iMIS, Constant Contact, and basic HTML code 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](mailto:careeropty@essentialhospitals.org).