



## **Job Announcement**

<b>Position Title:</b>	Policy Analyst
<b>Department:</b>	Policy and Advocacy
<b>Reports to:</b>	Director of Policy and Advocacy
<b>FTE:</b>	Full-time (1.0 FTE)
<b>Salary:</b>	\$62,000 - \$72,000 Annually DOE
<b>Location:</b>	Washington, DC, travel is required for this position

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 national advocacy agenda that advances health equity for medically underserved Asian Americans, Native Hawaiians, and Pacific Islanders and supports AAPCHO's member community health centers. The Policy Analyst will work with relevant AAPCHO staff and member organizations to formulate policy priorities and engage in Federal administrative and legislative 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, Administration officials, and Congress. 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. Remote work is authorized but the Policy Analyst must be able to attend in-person meetings with federal agency officials, Congressional offices, and coalition partners as needed.

### **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 Executive Branch officials, Congressional staff, and AAPCHO members on AAPCHO policy issues and priorities.
- Analyze emerging policy issues and trends affecting the national health care landscape, AAPCHO member organizations, Asian Americans, 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 racial justice.
- 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 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.

#### **APPLICATION PROCEDURES:**

Applicants should submit materials electronically to [Policy-Analyst-Job@aapcho.org](mailto:Policy-Analyst-Job@aapcho.org), with subject line: Policy Analyst. Applications should include a one-page cover letter detailing interest and qualifications, resume, and two professional references.

**Incomplete applications will not be considered. Interviews will be granted according to the qualification of the applicants.**

AAPCHO is an equal opportunity employer and provides opportunities without regard to race, color, ethnicity, national origin, religion, gender, sexual orientation, gender identity or expression, disability, age, or veteran status.

## **OUR VALUES:**

AAPCHO is dedicated to promoting advocacy, collaboration, and leadership that improves the health status and access of medically underserved Asian Americans, Native Hawaiians, and Pacific Islanders in the United States, U.S. territories, and Freely Associated States. Our vision is to be a national leader and critical voice for AA, NH, and PI community health centers and consumers, ensuring that our communities have better access to affordable, high quality, and culturally and linguistically proficient health care.

AAPCHO is committed to policies that value:

- *Health care as a right not a privilege* - All people must have access to affordable quality care, regardless of language, culture, immigration status and ability to pay. No one is turned away due to inability to pay and our services and policies are designed to eliminate barriers and provide access to all.
- *Wellness* - Health is much more than the absence of disease. It includes physical, mental and spiritual well-being for individuals, families and communities. We acknowledge and respect different definitions of wellness and health within our communities.
- *Community Accountability and Empowerment* - Communities are the experts on their own health and essential participants in the health of their communities, families and selves. Our services and programs are informed by and responsive to community voices.
- *Diversity as Strength* - AA and NH/PI communities are rich in diversity of language, cultural heritage, spirituality, history, experience, health beliefs and practices. Many have undergone the hardships of war, colonization, poverty, or immigration to a foreign land. We honor and value the strengths of every culture and individual.
- *Collaboration Among Communities of Color* - Communities of color share a history of disparities and exclusion as well as a common interest in health and health care equity. Through collaboration, we learn from each other and grow stronger, while overcoming distrust and divisions that are fostered by competition for limited resources.

To learn more about our policy principles, read them [here](#).

*Updated as of November 1, 2022*