POLICY AND RESEARCH ASSOCIATE

The New York State Health Foundation (NYSHealth) seeks a Policy and Research Associate to directly support the Director of Policy and Research.

NYSHealth Background:

The New York State Health Foundation (NYSHealth) is a private foundation dedicated to improving the health of all New Yorkers, especially the most vulnerable. NYSHealth began operations in 2006; today, it has approximately $280 million in assets, a $15 million annual grants and operations budget, and a staff of 24.

The Foundation is committed to making grants, but also to making a difference beyond grant dollars: informing health care policy and practice; spreading effective programs to improve the health system; serving as a convener of health leaders across the State; and providing technical assistance to grantees and partners. Today, the Foundation concentrates its initiatives in two strategic priority areas: Empowering Health Care Consumers and Building Healthy Communities. NYSHealth also engages in responsive grantmaking through a Special Projects Fund and maintains a special interest in veterans' health.

Position Overview:

The Policy and Research Associate provides direct research and administrative support to the Director for Policy and Research. S/he will also work closely with the Policy and Research Officer and other program, communications, and grants management staff.

Duties will include but will not be limited to: data and statistical analysis; conducting literature searches and background research; monitoring key health policy issues in New York State and nationally; contributing to various publications ranging from infographics to journal articles; preparing presentations; assisting in the social media promotion of research conducted by NYSHealth; and providing administrative support for the Department of Policy and Research.

The position offers an excellent opportunity to gain experience in conducting data analysis and research for a policy-oriented audience. The position will require training in various statistical and graphics software packages, as well as the use of several databases consisting of public health and health care utilization data relevant to New York State. NYSHealth is committed to mentoring and providing learning opportunities.

Responsibilities:

The Policy and Research Associate will be responsible for:
- Conducting guided assessments and background research to help determine how NYSHealth should invest in various emerging policy issues.

- Conducting statistical analyses using software tools such as SAS, R, or Microsoft Excel.
- Drafting publications, including fact sheets, issue briefs, data briefs, infographics, blog posts, and reports.
- Preparing presentations summarizing policy issues and NYSHealth original research.
- Drafting components of peer-reviewed publications.
- Briefing NYSHealth staff on research-related projects.
- Working with the communications team to help build a social media presence for NYSHealth research projects.
- Attending and taking detailed notes at internal and external meetings and conferences.
- Identifying and tracking timely policy issues pertinent to New York State public health and health care delivery systems.
- Performing administrative duties, such as:
  - scheduling for the Director of Policy and Research;
  - scheduling, planning for, and assisting in the production of materials for internal and external meetings and conferences; and
  - tracking and monitoring the status of projects and grants managed through the Department of Policy and Research.
- Performing other duties as assigned.

Required Experience and Qualifications:

The Policy and Research Associate must have a master's degree and a strong academic record. Academic and/or work experience should demonstrate ability to synthesize complicated health policy issues, program/project coordination, and an affinity for working with data and statistics. Coursework in statistics, policy, and economics are a plus. Previous work experience in a professional setting is required.

Other qualifications include:
- Excellent data analysis capabilities, including experience with statistical programming software such as SAS, R, or STATA.
- Strong proficiency in Microsoft Office suite (Word, Excel, PowerPoint, and Outlook).
- Ability to transform complicated information from a broad range of sources into easy-to-understand materials.
- Instinct for conceiving and conducting policy-relevant and actionable research.
- Strong writing and editorial skills.
- Superb project management and organizational skills, including attention to detail and the ability to multitask.
- Ability to complete tasks with limited oversight and supervision.
- Ability to interact with high-level individuals and organizations is preferred.
- Exceptional interpersonal skills: collegial, energetic, flexible, motivated, and able to develop productive relationships with colleagues, grantees, consultants, and others who contribute to program development and management. Can work independently and as part of a team, and welcomes opportunities to work across diverse cultures.

- Demonstrated maturity and seasoned judgment. Ability to make decisions and justify recommendations.

Application Process:

Candidates are encouraged to describe their skill sets and experience in light of the above qualifications.

Send résumé, statement of interest, and salary expectations to HR@nyshealth.org and include "Policy and Research Associate" in the subject line.

The New York State Health Foundation welcomes applications from people of all cultures, backgrounds, and experiences, and values having a diverse staff. Employment opportunities are based upon individual capabilities and qualifications without regard to race, gender, religion, sexual orientation, age, national origin, disability, veteran status, or any other protected characteristic as established under law.