POSITION ANNOUNCEMENT

Health Policy Specialist

Position Description:
Children's Action Alliance (CAA) is an independent voice for Arizona children and families at the state capitol and in the community. CAA works statewide to improve children's health, education, and security through research, policy development, media campaigns and advocacy. CAA is seeking a Policy Specialist to coordinate the collection and communication of key health policy information and to coordinate, facilitate, and provide policy, communications, and staffing assistance to the Arizona Oral Health Coalition. This is a full-time, grant-funded position reporting to the director of health policy.

To learn more about Children’s Action Alliance, please visit our website at [www.azchildren.org](http://www.azchildren.org).

Responsibilities

- Track state and federal legislation and administrative policy changes; provide updates to CAA staff.
- Compile statistical data and informational materials from a wide range of sources.
- Conduct literature reviews and analyze information relating to issues affecting children and families, including: medical, behavioral, and oral health issues and access to health care.
- Prepare fact sheets, charts, graphs, presentations and other communications.
- Represent the Arizona Oral Health Coalition and/or CAA at relevant stakeholder meetings and relay critical information to CAA staff and Coalition.
- Staff the Arizona Oral Health Coalition by coordinating and facilitating meetings, analyzing oral health policies, and drafting and distributing communications.
- Grant writing and reporting.
- All other duties as assigned.

Position Qualifications:

- Experience with policy analysis.
- Basic knowledge of Arizona state agencies, boards, and other local, state, and federal governing bodies.
- Understanding of the systems-level challenges facing low-income Arizonans and communities of color.
- Experience coordinating and running community coalitions comprised of diverse stakeholders.
- Strong group facilitation skills.
- Strong quantitative skills and qualitative analysis skills.
- Ability to analyze and summarize materials in a clear, accurate manner.
- Ability to manage multiple projects, and to produce accurate and timely work products.
- Strong skills in research, word processing, presentation, and spreadsheets.
- Excellent communication skills: ability to communicate with diverse audiences.
Well-organized, dynamic self-starter who can work independently with great attention to detail.
Spanish language proficiency highly desired.

Salary and Benefits:
This is a grant-funded position. The salary range is $50,000-55,000 with excellent employee benefits, including:

- Employer-paid health, dental, vision, and life insurance
- Short- and long-term disability benefits
- Flexible spending account (FSA) with employer match
- 403(b) savings account with employer match
- Tuition reimbursement
- Earned sabbatical

Applicants should live in Arizona, with the option for a remote work location. Some statewide travel is required.

How to Apply:
Send cover letter and resume to the attention of Zaida Dedolph, Director of Health Policy, to hr@azchildren.org. This position will remain open until filled. Visit azchildren.org to see if the position has been filled. No calls, please.

Children’s Action Alliance is an Equal Opportunity Employer. We believe that CAA benefits from the perspectives and talents of a racially and culturally diverse staff.