POLICY AND RESEARCH ASSOCIATE

Job Description

With a 17-year history and mission of improving the health of New Yorkers, the New York Health Foundation (NYHealth) is seeking applications for a Policy and Research Associate. This person will directly support the Director of Policy and Research.

As New York's first statewide health foundation, NYHealth offers a unique platform for change and impact. If you want to make a meaningful difference in the health and lives of New Yorkers, NYHealth may be the right place for you. The position is an ideal fit for a candidate who is mission-oriented, creative, productive, and collaborative. In this role, you will join our dedicated staff in a collegial atmosphere and advance our work.

NYHealth Background:
NYHealth is a private and independent foundation dedicated to improving the health of all New Yorkers, especially people of color and others who have been historically marginalized. NYHealth began operations in 2006; today, it has approximately $300 million in assets.

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 and make it more equitable; serving as a convener of health leaders across the State; and providing technical assistance to grantees and partners. Beginning next year, the Foundation concentrates its initiatives on Primary Care; Healthy Food, Healthy Lives; and Veterans' Health. NYHealth also engages in responsive grantmaking through a Special Projects Fund.

Position Overview:
The Policy and Research Associate reports to the Director of Policy and Research. The Associate provides policy research and insights for the Foundation's work. This person will work closely and collaboratively with the Policy and Research team and other program, communications, and grants management staff across the organization.

Duties will include but not be limited to: monitoring key health policy issues in New York State and nationally; performing data and statistical analyses; conducting literature searches and background research; contributing to publications ranging from issue briefs to journal articles; preparing presentations; assisting in the promotion of research conducted by NYHealth; and identifying opportunities to collaborate with program staff.

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

Responsibilities:

The Policy and Research Associate will be responsible for:

- Identifying and tracking timely policy issues pertinent to New York State public health and health care delivery systems.
- Performing literature reviews and other background research on a wide range of issues.
- Conducting statistical analyses using software tools such as SPSS, Tableau, and Microsoft Excel.
- Managing routine maintenance of the Policy and Research team's databases, including downloading, cleaning, merging, and conducting quality assurance of datasets.
- Tracking public hearings and public comment periods to identify opportunities for and contribute to Foundation-submitted testimonies and written comments.
- Drafting publications, including fact sheets, issue briefs, data briefs, infographics, blog posts, and reports.
- Preparing analytical content for presentations; summarizing policy issues and original research; drafting data visualizations; and developing talking points for nonresearch audiences.
- Working with the communications team to further expand the reach and user-friendliness of NYHealth publications and broaden the external audience for NYHealth research projects.
- Planning and assisting in the production of materials for internal and external meetings and conferences.
- Tracking and monitoring the status of projects and grants managed directly 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 in public policy, public health, health services research, or social services with a strong quantitative research component, or commensurate experience, and a strong academic record. At least two years of relevant work experience in a professional setting is required. Academic and/or work experience should demonstrate ability to synthesize complex health policy issues, program/project coordination skills, and an affinity for working with data and statistics. Coursework in statistics, policy, and economics is a plus.

Other qualifications include:

- Excellent data analysis capabilities, including experience with statistical programming software such as SPSS, STATA, SAS, or Tableau.
- 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 interact professionally with high-level individuals and organizations.
- Exceptional interpersonal skills: collegial, energetic, flexible, motivated, and able to develop productive relationships with colleagues, grantees, consultants, and others. 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.

NYHealth offers a generous package of benefits, including employer-paid health insurance; dental, vision, and life insurance; employer contribution to a 403(b) retirement account; professional development and tuition assistance; and wellness and commuting benefits, among others. NYHealth is committed to mentoring and providing learning opportunities.

The salary range for this position is $70,000–$80,000, depending on experience and qualifications.

This position is hybrid remote/in-person at the Foundation's New York City office, currently with two days per week expected in the office.

Proof of full COVID-19 vaccination is required for employment.

Send cover letter and resumé to HR@nyhealthfoundation.org and include "P&R Associate" in the subject line.

The New York 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.