POSITION DESCRIPTION

Position Title: Policy Fellow

Summary:

The Health Foundation for Western & Central New York is accepting applications from candidates from Syracuse University and SUNY Upstate Medical University who are completing a masters-level or Ph.D. program in public health, public policy, public administration, social science and political science, or related field of study for a six-month fellowship. Regardless of his/her field of study, the potential candidate should have a strong interest in public health, healthcare, and policy issues.

In the ever-changing healthcare landscape, involvement in policy and policy-related work continues to be an important aspect for organizations who aim to make a positive impact in the communities they serve. As a thought leader and key stakeholder in many policy-based projects across New York State, the Foundation has an opportunity to increase its role in shaping policies relevant to its mission, vision and values by hiring a part-time Policy Fellow.

Hiring a dedicated person to pursue a number of different policy avenues, research and write policy briefs, and support several of our projects can help broaden and deepen our influence in local and State healthcare policy, while increasing our organizational capacity at address these issues.

Role and Responsibilities:

- Perform research related to Foundation priority areas that support current and future programming and policy work.
- Prepare and write policy briefs, root cause analyses, and other deliverables as directed by Foundation staff, along with the ability to produce documents for dissemination.
- Support Foundation staff by serving as a resource for policy-related questions and issues.
- Maintain current working knowledge of general heath and health-related issues, particularly related to the Foundation’s priority areas, especially relevant policy issues.
- Daily supervision and direction provided by the Program Associate; additional oversight provided by the Vice President and Program Officers.

Qualifications, Skills, Knowledge and Abilities:

- Current masters-level or Ph.D. student with experience in areas such as public health, public policy, public administration, social science and political science, or related field of study. Also eligible to apply are recently graduated (no earlier than 2015) MPH or MPA candidates.
- An overall commitment to excellence in quality of work and outcomes.
• Strong interpersonal skills and proven ability to communicate effectively in writing and orally.
• Demonstrated experience and ability to conduct policy research utilizing a variety of resources and outlets, synthesize information, prepare reports, including summaries and presentations, and provide analysis and recommendations as appropriate.
• Demonstrated ability to collaborate in a team environment and work with people and organizations of diverse backgrounds, experiences and cultures.
• Able to successfully multi-task, prioritize and meet deadlines. Demonstrated analytic skills and detail orientation.
• Track record of creativity, adaptability, personal accountability and initiative. Capacity to deal with concepts and complexity comfortably.
• Able to function independently, and support and respond to the policy-related needs of senior staff members in both offices.
• Demonstrated ability to develop professional relationships.
• Proficiency in Power Point, Word, Excel and Outlook.

Other Job Information:

• Ten-month (academic calendar year) tenure beginning September 1, 2016-June 30, 2017
• Must provide own computer and have internet access
• Flexible work schedule at 20 hours/week; compensation is $20/hour
• Majority of work will be conducted remotely, with periodic check-ins at the office in downtown Syracuse, NY or Buffalo, NY

Requirements for Consideration:

• Resume or CV
• Cover letter
• A writing sample of recent policy-related work, or a narrative on a topic of your choice that you feel demonstrates your ability to write in a style appropriate to the policy realm. The sample should be no more than three pages long.

Submit application, cover letter and writing sample by 5 PM on Friday, July 1, 2016 to:

policyfellow@hfwcny.org

To learn more about the Foundation and its work, please go to www.hfwcny.org