PROGRAM ASSOCIATE, CONSUMER STATE ADVOCACY HUB (THE HUB)

Join an organization at the forefront of health advocacy across the nation
Community Catalyst, a national advocacy organization, has been giving consumers a voice in health care reform for more than a decade. We provide leadership and support to state and local consumer organizations, policymakers and foundations that are working to guarantee access to high-quality, affordable health care for everyone. Our contributions, which range from policy analysis and strategic assistance to managing national campaigns, enable consumer groups to provide leadership in the hard work of transforming the U.S. health care system. Since 1997, in states and communities across the country, we have been a catalyst for collaboration, innovation, and action in health care reform.

THE POSITION: The Program Associate will provide programmatic and administrative support to Community Catalyst’s Consumer State Advocacy Hub (the Hub) initiative, a new project funded by the Robert Wood Johnson Foundation, which will focus on grassroots organizing, equity, and health advocacy in approximately 25 states.

This is a full-time grant-funded position that is funded through May 2023.

Supervision: The Program Associate is supervised by the Director, State and Local Advocacy.

RESPONSIBILITIES
- Provide support to program staff, including scheduling meetings with internal and external participants and providing logistical support during calls and meetings, including technology set-up and troubleshooting, notetaking and follow up, making travel arrangements, assisting with internal and external reporting, assisting with social media, and preparing and handling electronic mailings
- Contribute to the development of written materials by writing, copy-editing, fact checking, formatting and developing graphics and charts as needed
- Communicate with external partners
- Generate initial drafts of surveys, correspondence, presentations, and other program materials
- Maintain contact databases and electronic files; manage databases, electronic and paper files
- Support the planning and execution of annual convening for grant partners
- Other duties as required to achieve the goals of the Hub

QUALIFICATIONS
Required
- A Bachelor’s degree and 0-2 years of relevant experience, or 2 equivalent professional work experience.
- Extremely strong organizational skills, attention to detail and ability to manage many tasks simultaneously
- Excellent verbal and written communication skills
- Pro-active work style with excellent follow-up and follow-through skills
- Ability and interest to quickly learn about organizational operations and relevant policy issues
- Collaborative, flexible and creative work style to solve problems
- Strong commitment to health and racial justice
- Skilled in conducting internet research on policy and organizing topics, knowledge of social media platforms (such as Twitter, Facebook, Instagram, etc.) to leverage research
- Working knowledge of Excel, Powerpoint/Prezi, and other presentation and database tools
- Ability to work with diverse groups of people
- Ability to travel a few times a year

Preferred
- Bilingual/bicultural background
Experience in social change activism such as: grassroots organizing or political/policy issue campaigns; community organizing; working with coalitions and stakeholders; and/or implementing communications strategies

Experience with Salesforce or similar CRM

Social media graphic design skills

Benefits and Salary Range

- Salary Range: $40,500–$45,000
- Generous paid time off policy
- Robust benefits package
- Convenient downtown Boston, Massachusetts location. We would also consider candidates to be based in our Washington, D.C. or St. Louis, Missouri offices.

Applicants should submit a resume with a one page cover letter briefly summarizing their interest in and qualifications for the position to: jobs@communitycatalyst.org. Please put “Program Associate, Hub” in the subject line.

Community Catalyst is strongly committed to building a work environment that recognizes, respects, and encourages the unique contributions of a broad spectrum of qualified employees. We strive to make employment decisions that support inclusion to maintain a work atmosphere that is diverse, equitable and promotes family-friendly practices and work-life benefits so that people of diverse backgrounds and lifestyles may grow personally and professionally. We do not discriminate in hiring based on age, color, ethnicity, race, national origin, primary language, religion, socio-economic status, family status, mental and physical disabilities, veteran status, gender identity characteristics and/or expression, sex, medical condition, sexual orientation or any other classification that is protected by federal, state, or local law. Through all of our programs, Community Catalyst works to build a better future for all individuals by advancing health equity, focusing on people of color, immigrants, as well as disability, gender, sexual identity and socio-economic status. It is important for our staff to reflect the diverse communities with which we work. People of color, LGBTQ identified people, gender-nonconforming people, individuals with disabilities, veterans, and people who speak a language in addition to English are encouraged to apply.