



**Consumers for
AFFORDABLE
Health Care**

*Advocating the right to quality, affordable
health care for every man, woman and child*

[Consumers for Affordable Health Care Foundation](#)

Health Policy Advocate and Project Coordinator

Job Description

The Health Policy Advocate and Project Coordinator is primarily responsible for research and policy analyses; collaborating and communicating with partners and staff; and serving as a liaison to outside groups focused on health care quality improvement and system reforms. This position reports directly to the Director of Policy and Operations. The successful applicant will demonstrate the ability to research, analyze, report and communicate on health and related policy matters, and also, the ability to coordinate and integrate the work of several projects. Superior writing skills are essential. Adept use of internet research tools, Microsoft Word, Excel, Outlook and PowerPoint required. Traits helpful to this position include being detail oriented, skilled at multitasking, comfort with speaking in group settings, and an ability to be self-initiated and self-motivated. Education and/or significant experience in health policy or public policy required. Graduate level studies preferred.

To be considered for this job opening, please send a cover letter, resume, and 3 writing samples by February 19, 2010, to the attention of Belinda Thurlow, Administrative Assistant, Consumers for Affordable Health Care, PO Box 2490, Augusta, ME 04338-2490 or via email at bthurlow@mainecahc.org. A full job description can be found at: www.mainecahc.org. Consumers for Affordable Health Care is an equal opportunity employer and offers a competitive compensation and benefits package.

Specific job duties include but are not limited to the following:

- Assist in coordinating and integrating the work of CAHC's several projects, for instance, the Insurance Transparency and Affordability Project, Provider-Consumer Engagement Project, Campaign for Better Care, and Maine Voices for Coverage;
- Research, analyze, report and communicate on health and related policy matters;
- Serve as lead staff member to the Policy subcommittee established by the organization;
- Assist the staff leading other subcommittees established by the organization;
- Assist with coalition development, recruitment, and coordination;
- Monitor and prepare written information about trends in state and national health policy;
- Act as liaison to several outside groups, including the Patient Centered Medical Home Pilot, Aligning Forces for Quality, and other ad hoc groups as needed;
- Serve as CAHC's lead staff person on our contract to provide policy support to the Maine Center for Disease Control's Cardiovascular Health Program.

Consumers for Affordable Health Care is a dynamic organization and job descriptions are not inclusive of all tasks anticipated at this time and may be adjusted periodically. All staff members are expected to enthusiastically engage in all regular office tasks necessary to get the job done, understanding that confidentiality and privacy of office, personnel, financial, programmatic and/or management information is imperative.