



SHRIVER CENTER

Sargent Shriver National Center on Poverty Law

Position Announcement- 2017

Position Title: *Policy Specialist*

Reports to: Director, Health Care Justice

Supervises: N/A

Location of Job: Chicago, IL

Organizational Description: The Sargent Shriver National Center on Poverty Law (Shriver Center) is a not-for-profit organization that provides national leadership in advancing laws and policies that secure justice and improve the lives and opportunities of people living in poverty. We work directly to win positive change through our specific advocacy initiatives, and we provide a range of professional development resources that build and support the national network of advocates engaged in those efforts. We engage in a broad range of interrelated policy areas and accomplish our mission through programs involving legislative and administrative advocacy and education, policy development, litigation, organizing, communications, and training.

At the Shriver Center, we know that a richly diverse mix of professionals makes organizations more effective. As such, we make demographic and experiential diversity a hallmark and priority of all our work.

Position Description: The Policy Specialist on the Health Care Justice helps the Shriver Center accomplish its mission by advancing the Shriver Center's efforts nationally and in Illinois to ensure affordable and comprehensive health insurance coverage for all. Among a range of program activities, the Policy Specialist- Health Care Justice provides policy analysis, media outreach and technical assistance to health care coalitions led by the Shriver Center including Protect Our Care Illinois; policy research and project management on the Illinois Children's Health Care Foundation Mental Health and Dental Health projects; and Affordable Care Act enrollment specialists in Illinois, who provide in-person help to the uninsured or underinsured communities. The Policy Specialist will also assist the Health Care Justice team in fundraising including grant development, contract development and management, evaluation, and grant proposals and reports.

These responsibilities describe the general nature of the work to be performed and should not be construed as an exhaustive list of responsibilities, duties and skills required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Responsibilities:

- Participate as a team member in Shriver Center healthcare and health coverage initiatives
- Perform advocacy-related tasks, including legislative and administrative advocacy, organizing, public speaking, drafting, and media
- Contribute to the strategic thinking of all of the Shriver Center's efforts and write for Shriver Center publications as appropriate
- Participate in grant development, contract development and management, evaluation, and draft grant proposals and reports.

- Participate in the national aspects of Shriver Center health care advocacy
- Participate as needed in various administrative tasks and committees of the Shriver Center
- Travel within the state and to national conferences and meetings as needed
- other duties as assigned

Qualifications:

- B.A. required, (M.A. preferred) plus 2 years minimum experience in health policy/health development
- Experience in ACA and health care policy matters required
- Experience and excellent skills researching and writing including grant proposals and reports
- Experience in or demonstrated commitment to public interest and advocacy on behalf of families living in poverty
- Ability to work independently and as part of a team
- Ability to develop and lead new and existing projects
- Ability to travel for work-related meeting and conferences

Salary/Benefits: This full-time position offers a competitive public interest salary and a comprehensive benefits package.

Opening/Closing Date: Open immediately; closed when filled.

Applications: Send a cover letter, résumé, writing sample, and references as one searchable pdf to: Stephanie Altman at hr@povertylaw.org.