



Position Description

I. Position	
Position Title:	Senior Program Analyst, Healthcare Ready
Classification:	Non-exempt
Supervisor's Title:	Program Manager, Healthcare Ready
Date of Preparation:	November 2020

II. Position Summary—The primary purpose of the position (3-4 sentences)

Lead on a broad range of programmatic and operations efforts of Healthcare Ready, including managing and contributing to projects and initiatives. Support efforts to perform legislative and executive branch policy analyses. Provide tactical and writing assistance to development, fundraising, and outreach efforts; maintain website content and social media, and perform other duties, as assigned.

III. Major Duties and Responsibilities	
Activity	Percentage of Time Spent
<ul style="list-style-type: none"> Lead on program and project execution or completion, including providing analytical support, drafting issue reports, and qualitative and quantitative research to Healthcare Ready programs. 	40%
<ul style="list-style-type: none"> Provide preliminary legislative and policy analysis and research on emergency preparedness and disaster related topics. Generate reports, briefings, and presentations tailored for HcR staff and external partners. 	20%
<ul style="list-style-type: none"> Manage day-to-day communication maintenance efforts, including creating and updating website and social media content (e.g. Twitter, LinkedIn, etc.). 	15%
<ul style="list-style-type: none"> Represent Healthcare Ready at external meetings and note-take to share key takeaways with HcR teams 	10%
<ul style="list-style-type: none"> Support coordination and information-sharing related to the emergency activations 	10%



<ul style="list-style-type: none"> ■ Support Healthcare Ready outreach efforts by developing meeting and outreach materials (e.g. slide decks, talking points, one-page overviews, etc.). 	<p>5%</p>
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IV. Responsibility for Resources

- A. Budget-related (budget development or management, contract development or management, Concur/expense management, invoice processing, etc.): N/A
- B. Management/ Supervision/Oversight/Involvement:
 - i. Direct staff management (who, how many): Intern
 - ii. Committee/Team management: N/A
 - iii. Project/Process/Practices: Healthcare Ready research projects, social media/website content and updates, legislative and policy analysis, fundraising, program management and contributing to strategy as requested.
 - iv. Coalitions, Alliances: N/A
- C. Interaction with consultants: N/A
- D. Other: Healthcare Ready CRM system

V. Decision—Making Authority

- A. The following decisions can be made by the position but are reviewed by others: All meeting and outreach materials and drafts of research reports are reviewed by supervisor.
- B. The following decisions can be made by the position: Have broad autonomy to manage day-to-day work and projects.

VI. Education—The minimum formal education (level and field) to perform the role

- Bachelor’s Degree in public health, public policy, public administration, or similar field.

VII. Experience—Essential experience (subject matter, work background, responsibilities, number of years total work-experience) that are required to perform the role

- 3 - 5 years of previous experience in emergency management and preparedness in the public health field.
- Strong written and oral communication skills; ability to create effective talking points, one-page overviews, PowerPoint presentations, etc.
- Excellent interpersonal skills, comfortable interacting with a wide variety of people both inside and outside of the organization.



- Must be exceptionally organized, and able to manage a large amount of information, data, etc.

VIII. Skills and Special Training—Unique skills or specialized training and/or certifications are required to perform the role

- N/A

IX. Additional Information—Any additional information about experience, education, certifications that would be desired for this position, but not required

- Some experience with data analysis software (R, SPSS, etc.) would be useful.
- Some experience working with the government, a non-profit, or with a consulting organization would be useful.
- Master's Degree in public health, public policy, public administration, or similar field strongly preferred.