

## Health Equity Analyst (Full Time)

The Center for Civic and Public Policy Improvement (CCPPI) is a non-profit organization incorporated under Section 501(c)(3) of the Internal Revenue Code and Texas Tax Code Section 11.18(c). CCPPI promotes the advancement of economic opportunities, human rights, and civic improvement. By focusing on areas including housing, education, healthcare, and safety and criminal justice, CCPPI is committed to taking action to ensure that we affect progress in all areas of civic life. For more information, please visit [www.ccpqi.org](http://www.ccpqi.org).

The Health Equity Analyst (HEA) plays a central role in the development and coordination of programmatic and policy activities. The HEA works independently and collaboratively with the CCPPI Founder to plan and implement policy activities in the area of health equity and its intersections with social determinants of health. The HEA position requires a commitment to CCPPI's mission and excellent analytical, interpersonal, organizational, and writing skills, as well as the exercise of extensive discretion, independent judgment, and political acumen.

The ideal candidate possesses an understanding and burning desire to impact:

- Health equity in all its forms
- Medicaid and Medicare and understands related processes
- Population public health and believes in solving the problems of the uninsured

## Responsibilities

Under the guidance of the founder of CCPPI, the HEA will participate in long- and short-term health equity program planning and development, and will have the following responsibilities:

- Work with CCPPI's founder to develop policy direction and strategy
- Develop policy and position statements
- Assist in the development of short-/long-term health equity goals
- Collaborate with partner organizations and synthesize information
- Engage community members to inform policy
- Research and implement advocacy in areas of the Mental Health and Well-Being
- Design and lead advocacy campaigns, and organize convenings on relevant topics
- Monitor and analyze local, state, regional, and national data and policy issues/changes impacting: ACA Marketplace eligibility and coverage; Medicaid; CHIP; access to quality affordable health care; and other relevant issues
- Write position statements, contribute content for multimodal communications
- Establish partnerships to achieve organizational goals and cultivate relationships with key stakeholders, organizations, coalitions, and community members
- Educate and develop relationships with policy and government staff
- Assist in grant writing and other development efforts of the organization
- Collaborate with team members and interns to develop content and resources
- Other responsibilities include communications activities, serving as a representative at meetings, and establishing/maintaining partnerships

## Key Qualifications

The successful candidate must believe in the mission of CCPPI and demonstrate a passion for breaking new ground to lead social and civic change. Prior relevant experience working on community-based issues is required. The successful candidate must have experience collaborating with diverse individuals and groups on complex community issues, and be:

- **Results Driven** – proven record of exceeding goals; growth mindset; strong work ethic; and familiarity with non-profits
- **Detailed Oriented** – focused, analytical, responsible, and conscientious
- **People Oriented** – collaborative, culturally responsive, community-focused, and equity-driven
- **Articulate and Organized** – exceptional interpersonal skills with strengths in both written and verbal communication; ability to multi-task, organize, prioritize, and meet deadlines
- **Technologically Savvy** – proficient in database applications and common software programs (e.g., Microsoft Word, Excel, PowerPoint, and Outlook); digital design programs (e.g., Canva); social media and distribution platforms (e.g., Constant Contact)
- **Educational Background**—undergraduate degree required; graduate degree preferred

## Work Environment

Work is primarily performed in a climate-controlled environment with minimal safety/health hazard potential. Persons in this position will experience sitting for long periods, walking, occasional lifting, bending, frequent near vision use for reading and computer use, and periodically stressful conditions.

## Notes

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required of personnel so classified. Candidates may be required to pass a criminal background check prior to employment.

CCPPI is an equal opportunity employer. Applications for this position will not be used for limiting or excluding from consideration for employment on any basis prohibited by local, state, or federal law. Should an applicant need a reasonable accommodation in the application process, he or she should contact a company representative.

Analyst – Senior Analyst Range: \$60,000-75,000 annually

**PLEASE SEND COVER LETTER AND RESUME TO: [CAREERS@CCPPI.ORG](mailto:CAREERS@CCPPI.ORG)**