



MICROSOFT HEALTH POLICY FELLOWSHIP

Position Overview

The National Minority Quality Forum is offering a Microsoft Health Policy Fellowship. This individual will be an integral member of the policy team led by the Vice President, Policy and Program in the production of high-quality and unbiased information for members of Congress, congressional and executive branch staff, media, and health policy experts. This individual will help host events, and research a variety of current health policy issues. This two-year fellowship offers an excellent opportunity for persons interested in a career in health policy to join a collaborative, growing, mission-driven organization; and to help inform influential conversations that will shape the future of our healthcare system.

Essential Skills and Expertise

The successful candidate will have broad knowledge of a wide range of health policy issues; an understanding of the use of evidence within the health policy process, and a sense for how various policy perspectives can affect specific health policy issues. Excellent judgment, professional presentation, maturity and strong written and verbal communication skills are essential to enable successful external communications with senior staff in the offices of elected and appointed officials. Applicants with diverse backgrounds, experiences, abilities, and perspectives are encouraged to apply.

Responsibilities

Reporting to the NMQF Vice President, Policy and Program, responsibilities will include, but are not limited to:

- Staff the NMQF Institute for Equity in Health Policy and Practice and the National Alliance for Brain Health and Awareness;
- Track and prepare internal briefing summaries on a variety of federal and state health policy topics, including legislative vehicles and proposed rules, especially at the federal level;
- Assist in the planning Thought Leaders Roundtables, Leadership Summit panels, and/or webinars, including identifying presenters, reviewing presentations for content, quality, and consistency with conference objectives;
- Draft issue briefs, final reports, grant applications, and reports to funders;
- Initiate communications as necessary to assure that the Vice President, Policy and Program is notified in a timely manner of burgeoning issues, challenges associated with meeting the objectives of assigned work, and other information that may affect the success of NMQF policy initiatives;
- Attend all NMQF staff meetings, meet regularly with the Vice President, Policy and Program, respect the confidentiality of internal communications;
- Track deliverables for grants and contracts; and
- Other related duties, as assigned by the Vice President, Policy and Program.

Other Requirements

Position will be full-time only. Telecommuting is an option; however, the Fellow must be available during the core hours of 9 am – 6 pm, Monday through Friday.

Qualifications

- A bachelor's degree in a relevant subject from an accredited university; master's degree in public health or public policy preferred;
- Knowledge of the foundations of health policy and public health issues, including health equity, public and private coverage and payment and delivery system reform, and the federal legislative and regulatory process;
- Ability to work autonomously, as part of a small team, and with a range of external stakeholders;
- 3-5 years of relevant professional experience;
- Professionalism, efficiency, maturity and a commitment to health equity and social justice
- Ability to produce high-quality, thorough work that is nonpartisan and persuasive;
- Excellent command of English language and composition;
- Excellent presentation and communication skills;
- A meticulous eye for detail and strong organizational and time management skills; and
- Capacity to maintain a system for tracking, monitoring, and prioritizing multiple issues, deadlines, and projects;

Benefits

The stipend for this full-time position is \$60,000 per year. Health insurance, sick and annual leave will be available. Successful completion of a 3-month probationary period is required.

To Apply

Applications will be accepted until 6pm, July 5, 2021. Applicants must indicate "Job code MS-F1" in the subject line and be submitted to nmqfresume@nmqf.org. Principals only. Electronic submissions only. No telephone calls, please. The National Minority Quality Forum will contact only candidates who are selected. All resumes must include three professional references, and must be accompanied by a cover letter summarizing relevant education and experience, the value they bring to the position, and outlining their expectations of the fellowship. References will be checked on all highly qualified candidates.

The National Minority Quality Forum is an equal opportunity employer.