



## **Job Description**

### **Policy Analyst, Arthur Ashe Institute for Urban Health (AAIUH)**

**Status:** Full-Time, Exempt

#### **General Description:**

The Arthur Ashe Institute for Urban Health (AAIUH) is a non-profit community-based organization, which was founded by the late tennis champion, humanitarian and activist, Arthur Ashe to address inequities in health. The Arthur Ashe Institute is a Brooklyn-based organization that utilizes a community health empowerment model to conduct health promotion within communities and to create a pipeline to train middle and high school students of color who are interested in careers in the health professions. AAIUH is a respected leader in developing and replicating community outreach and education to improve health outcomes in multi-ethnic, urban communities.

The AAIUH Policy Analyst will be responsible for leading the advocacy efforts of various health promotion and education initiatives in order to develop and execute legislative and regulatory strategies. The position requires the ability to work independently on advocacy issues, become subject matter expert, and quickly engage team members to facilitate successful results.

#### **Responsibilities include, but are not limited to, the following:**

- Research, analyze and summarize legislative and regulatory issues impacting AAIUH
- Develop and implement policy strategies
- Represent AAIUH in industry coalitions and other associations
- Research and develop data to support advocacy efforts
- Support AAIUH senior leadership
- Manage and oversee grassroots activities
- Provide primary staff support to AAIUH committees, leading committees and volunteers towards strategic goals and measurable outcomes
- Regularly communicate with AAIUH leaders and external partners
- Develop and coordinate updates and messages to staff members
- Oversee and coordinate legislative visits by AAIUH leadership
- Produce regular advocacy updates for AAIUH newsletters, publications, and websites

#### **Qualifications**

- Master's Degree in Public Policy, Policy Administration, or related subject area
- Minimum of 5 years' experience in policy or regulatory development within an agency, or associated government relations work
- Experience with and interest in a wide variety of healthcare policy and education matters
- Expertise in healthcare policy and advocacy
- Understanding of reimbursement issues in Medicaid & Medicare
- Ability to work with a diverse group of partners
- Display strong interpersonal skills with a focus on community-based engagement
- Keen understanding of the social determinants of health

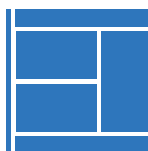


- Expertise in community-based outreach
- Strong analytical, writing and verbal communication skills
- Excellent time management and organization skills, with strong attention to detail
- Proficiency with basic computer programming, including the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

Compensation & Benefits: Competitive

This position reports to the Chief Executive Officer

Send resume to: **[info@arthurasheinstitute.org](mailto:info@arthurasheinstitute.org)**



BE A GAME CHANGER