



California Health Reform Initiative

Job Announcement Project Associate California Health Reform Initiative (“CHRI”)

Project Overview:

The debate over how best to reform and finance California’s health care system affects 40 million Californians. Numerous bills affecting the health care system, the launch of Covered California, proposals for a single payer system, the work of a Select Committee on Health Care, and the prominence of health care in 2018 election campaigns have resulted in increased attention regarding the optimal health care system in California. Convergence Center for Policy Resolution has launched the California Health Reform Initiative to apply its collaborative dialogue-leading-to-action methodology to explore and build consensus around new approaches to health reform in California.

Position Overview:

CHRI seeks a dynamic, intelligent, and resourceful Project Associate to work closely with our Project Director as we convene a series of roundtable discussions among state leaders in health policy representing a broad range of constituents. The ideal candidate has a background in and passion for health policy and/or consensus building processes.

Principal Duties and Responsibilities:

- Supports Project Director in all aspects of CHRI project management
- Performs research on health policy, stakeholders, legislative activity, and other project-related issues.
- Organizes and participates in team meetings regarding project management and strategy.
- Supports development of the evolving project work plan and manages meeting project implementation deadlines.
- Compiles and analyzes meeting notes and other data received by the project team; drafts summaries and reports for Project Director and/or stakeholders.
- Interacts on behalf of CHRI with Convergence communications, development, administrative, and other staff in Washington, D.C.

- Supports project fundraising, including research about, and outreach to, funders and potential funders, as well as drafting progress reports and fundraising proposals.
- Organizes logistical aspects for all project-related events and meetings, including securing space, A/V, catering, and assisting with participant accommodations and travel.
- Helps support positive communications and working relationships with stakeholders including: confirming attendance at meetings, travel communications, meeting summaries, etc.
- Drafts and manages project communications (such as project updates, website updates, and project marketing materials), including maintaining an up-to-date database of project contacts details.
- Provides administrative support to the Project Director including scheduling meetings/calls with stakeholders, Convergence staff, participants, and funders.
- Assists in managing the project Intern.
- Attends events on behalf of the project.
- Other duties as assigned or required.

Job Requirements:

- **Education:** Bachelor's Degree or equivalent work experience.
- **Years of experience:** Minimum of 2 years full time working experience (part time internships can be substituted for up to one year of experience), project management experience preferred. Additional years of experience may substitute for education and vice versa.
- Background in and passion for health policy and/or consensus building processes.
- Strong research skills. Ability to move quickly to compile research, notes, or briefing materials with overlapping deadlines.
- Excellent written and oral communication skills; takes care to proofread materials; ability to provide notes and information in a consistent, easy-to-use format.
- Detail-oriented, takes pride in an accurate and precise work product.
- Exceptional organizational skills.
- Proficient with Outlook, Word, Excel, and PowerPoint; Salesforce experience a plus.
- Ability to be neutral to different points of view and respectfully engage with a broad range of stakeholders.
- Demonstrated ability to work autonomously and within a team.
- Strong interpersonal skills and a sense of humor.

Start Date: Preferably December 1, 2018. The start date is flexible for the well-qualified candidate who is unable to begin work until early January. The position is expected to continue throughout the tenure of the project.

Hours/Compensation: This is a full-time position, 40 hours per week. Flexible work hours may be negotiated as project demands allow. Competitive compensation package.

Location: The Project Associate may be located in either the San Francisco Bay Area or in Sacramento. This is primarily a work from home position. The Project Associate will confer daily with Project Director Vicki Veenker and weekly with the CHRI team via video conference or teleconference. Team members will meet in person from time to time either in Palo Alto or Sacramento as project demands and team schedules allow.

To Apply:

Email your resume and a cover letter to jobs@convergencepolicy.org with “Associate, CHRI” in the subject line. Indicate where you saw the job announcement in the body of your email. No phone calls please.

About Convergence:

Convergence Center for Policy Resolution – www.convergencepolicy.org - is an established, independent, 501(c)(3) non-profit organization focused on solving major national challenges through collaboration. We bring deep knowledge of policy and process, and work with leaders and doers to move past divergent views and identify workable solutions to seemingly intractable issues. The results of our projects include: breakthroughs in relationships and sustained collaboration among diverse stakeholder groups, bipartisan legislation, public-private partnerships, public education and awareness campaigns, and changes in research and philanthropic priorities.

Convergence is an equal opportunity employer and as such in compliance with EEOC law does not discriminate based on race, color, religion, sex, national origin, age disability or genetic information.