

## Internship Opportunity: California Health Reform Initiative

**Convergence Center for Policy Resolution** seeks an **Intern** to support the ongoing work of Convergence’s first public policy project in California, the California Health Reform Initiative (“CHRI”). We are most interested in individuals familiar with health care policy, especially the ongoing debate in California. CHRI has brought together state-wide health care leaders and stakeholders through six convenings so far, and is preparing recommendations based on the dialogue among those stakeholders. Interns should be current graduate students in public health or have an undergraduate degree in public health. Interns with experience with the legislative process in Sacramento or Washington DC are preferred. See more [here](#).

The Project Intern will have the opportunity to contribute in the following ways:

- Assist the California Health Reform Initiative’s rollout of a stakeholder-led proposal for health reform in California.
- Perform substantive research and analysis on relevant health care reform policy issues.
- Draft briefing notes and reports for the Project Director and team, as well as for stakeholders.
- Provide support for internal and external meetings; including preparing materials, logistics management (teleconference, video conference, reservations, etc.), and note-taking.
- Provide administrative support to the Project Director and team, including scheduling, document management, logistics, and coordination with Washington, DC-based staff.

The experience at Convergence will:

- Cultivate a deep knowledge of California health care reform policy.
- Provide exposure to senior health care leaders and to policy-making at the state level.
- Provide experience in coordinating meetings with high-level policymakers, analysts, and others.
- Provide opportunities to attend roundtable discussions and video/audioconferences to listen and learn.
- Cultivate a deeper awareness of self, skills, and interests.
- Educate about the process of consensus building.

Applicants should:

- Be pursuing a graduate or have an undergraduate degree in Public Health or a related degree.
- Have knowledge of, and preferably experience with, health care policy issues.
- Have excellent research and analytical skills.
- Possess strong administrative and logistical skills.
- Demonstrate flexibility and the ability to complete multiple tasks with overlapping

deadlines.

- Show initiative and responsibility for work assignments.
- Possess creative problem-solving skills
- Work well independently and with a team.
- Have superb written and verbal communications skills, including a strong command of written and spoken English.
- Be highly accurate and precise and pay attention to detail.
- Have excellent interpersonal skills.
- Be proficient with Word, Excel, and PowerPoint.

Compensation/Timing: The internship is part-time, 20 hours per week, and pays the hourly minimum wage where the intern is located. The intern is welcome to spend additional time observing our work, such as attending meetings. Term of the internship is the 2019-2020 academic year.

Location: San Francisco Bay Area or Sacramento – The position is remote, with intermittent Sacramento events and weekly videoconferences with the CHRI team and/or in-person meetings with Vicki Veenker, Project Director, in Palo Alto.

To apply, please send a resume, cover letter, and writing sample to [CAintern@convergencepolicy.org](mailto:CAintern@convergencepolicy.org) with the **subject line “California Health Reform Initiative Internship Application.”** No phone calls please.

About Convergence:

Convergence Center for Policy Resolution – [www.convergencepolicy.org](http://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.