Policy and Research Analyst
Job Class: Specialized Technical
Reports to: Senior Director of Evaluation & Policy
Exempt
Salary: $58,000.00-63,000.00

Driven by the need of the organization to be abreast of policy developments around Community Health Workers (CHWs) and health trends at both the national and state level, this position requires an individual to research, synthesize, and provide recommendations suitable to the organization around these and various other topics. The position will interface with other staff, divisions, and programs to gather key information, disseminate findings, and explore solutions to various issues. As such, the ability to independently research, analyze, gather internal data, understand and utilize secondary research, assess quality of information and distill key information will be imperative. All work is driven by MHP Salud's Strategic Plan, policies, mission, goals, and vision.

ESSENTIAL FUNCTIONS

Policy
Oversees the articulation, development, and communication of policy affecting the organization, its populations, and external environment, including the interconnectedness between policy areas.
- Targets key policy areas -- such as CHWs, health policy, rural health, Latino communities in the U.S., the medically underserved, and upstream/social determinants of health—and develops monitoring systems to ensure key data is captured in a timely manner based on the divisional policy monitoring plan.
- Understands and supports the organization's place in the CHW world and assists in advancing our service to our communities by carefully interfacing Strategic Plan and other planning documents with monitoring, reporting, and communication duties.
- Monitors external environment in key areas and suggests areas for further research or attention by the organization.
- Provides updates to key internal parties and explores key innovations appropriate to the organization to address changes or emerging trends.

Research and Data management/analysis
In coordination with various key staff, divisions, and/or activities, perform both independent work and collaboration with key parties to ensure integration of products, effort, enhanced quality and utility.
- Understands and assesses existing research and literature for applicability, quality, triangulation, and appropriateness for subject and population. Ability to synthesize research and produce recommendations based upon program or organizational needs.
- Works independently within the Evaluation and Policy Division and cross-divisionally to provide secondary research around an assigned topic, including providing comparables for programmatic outcomes or program data.
- Assist Revenue Development Division by providing key data for portions of grants as requested.

- Assists programmatic team with key initiatives that require expertise in policy and/or research.
- Explores new ideas or concepts by providing key data and research around the assigned topic.
- Supports staff in development of data collection tools with minimal oversight and supports staff in developing structures and processes for data analysis, interpretation, and reporting.
- Serves as administrator and/or back-up administrator for evaluation related platforms.
- Examines and reports on data.
- Provides back up to the Data Analyst and Systems Manager as needed

Communication
Updates organization to key policy changes, trends and developments, as well as pertinent research and developments to enhance the organization's mission and Strategic Plan
- Provides summaries, reports, and other briefs with key data and research as assigned to support other areas such as Grant Writing, Data Analysis, Marketing, Leadership, Programming, etc. The deliverables created are targeted to audience and goal in terms of content, format, etc.
- Writes narrative reports, basic secondary data analysis and synthesis, distilled key informational points, and/or provides recommendations concerning specific assignments.
- Independently seeks out and interfaces with staff to obtain key internal data to better hone policy or other organizational recommendations and/or possibilities.
- Writes documents appropriate to task, audience, and population on subject area assigned including background, trends, and options for solutions.
- Stores and organizes key back up documents that support reports, communication, and recommendations.
- Collaborates on activities and projects within the scope of Evaluation & Policy Division.
- Disseminates key research projects throughout the organization.
- Participates in and/or leads evaluation and/or policy focused presentations, webinars, abstracts, or similar event.

Other
- Participates as a member of various teams as assigned
- Other duties as assigned

Knowledge and Skills Required:
- Ability to analyze information for quality and limitations as well as application.
- Ability to synthesize a large amount of information in briefs, summary reports, and in appropriate consumable form for intended audience.
- Understand research and methodological protocols sufficient to judge utility and applicability of data as well as its ability to support an overall position or conclusion.
- Understand both qualitative and quantitative data, its limitations and uses, and a demonstrated ability to triangulate the data.
- Familiarity or ability to become familiar with primary health care delivery systems, minority health, health education program development, program implementation and evaluation as it enhances divisional functions and needs

- Understanding of the policy environment of state, local, and national topics with emphasis on the bureaucracy and other non-legislative actions/actors.
- Ability to work independently and/or as a productive member of a team
- Ability to organize information and communicate ideas to a variety of audiences
- Highly organized with ability to provide structure to their own work and adhere to timelines.
- Technical competence sufficient to communicate via video chat, google chat, email, utilize multiple electronic and cloud based systems.

Required Education and Experience:
- Master's degree in related field STRONGLY preferred; however, Bachelor's degree in appropriate field with five years of specific experience in duties of job description acceptable. Degrees in disciplines requiring a synthesis of large volumes of interdisciplinary data preferred
- two to four years of experience in policy, research, or related area
- Excellent writing and verbal communication skills
- Understanding of policy, research protocols, and contextual utilization of data required.
- Computer literacy with proficiency in spreadsheet, database, presentation, and Word processing software
- Ability to speak, read, and write Spanish highly preferred
- Bicultural experience preferred