

# GROUP HEALTH FOUNDATION

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## Program Associate, Public Affairs Washington State position description

### ABOUT US

Group Health Foundation is a relatively new and growing 501(c)(4) philanthropic organization committed to partnering with communities across Washington State to advance a shared vision for a vibrant, healthy future. We are hiring a **Program Associate, Public Affairs** to join our expanding team.

Our foundation has an audacious goal: health equity in Washington state. We seek to create and support conditions where people of all communities — especially those experiencing social and economic injustice — can participate, prosper, and reach their full potential.

**Cultivating a staff team that embodies the diverse experiences of Washington communities is essential to these aspirations. We strongly and sincerely encourage applications from people of color; immigrant, bilingual, and multicultural individuals; d/Deaf people and people with disabilities; members of LGBTQIA+ and gender non-conforming communities; and people with other diverse backgrounds and lived experiences.**

To learn more about our work, our approaches, and our values, please visit our [website](#).

### POSITION SUMMARY

The Program Associate, Public Affairs provides administrative, project management, and strategy support to the Foundation's evolving public policy and advocacy efforts. The Program Associate reports to the Public Policy Manager and participates in a broad array of activities connected to the Foundation's priorities at the local, State, and Federal levels. The position is designed for a policy and political professional with strong skills in both understanding the legislative process and analyzing policy in a fast-paced, start-up environment. A passion for equity and justice, a commitment to learning and teaching, and strong writing and project management skills are essential for success in this role.

**This is a full-time, non-exempt position that can be located remotely (within Washington State) or at any of our offices. We currently have an office in Seattle and will be opening offices in the Tri-Cities and Tacoma in 2021. Given that a majority of our current team members are located in King County, priority will be given to candidates who both live in and have a deep connection to communities in other areas of the State.**

Periodic early morning, evening, and weekend hours will be required, and occasional statewide and regional travel should be expected. All employees participate in our offsite retreats, which often require travel and overnight stays.

## PRIMARY RESPONSIBILITIES

- Provide broad support for the Foundation’s public policy and political activities, including contributing to staff and board learning
- Provide administrative and project support to a range of initiatives led by the Public Policy Manager, lobbyists, and other team members working on public policy and political affairs
- Coordinate travel, meetings, and logistics for the public affairs team
- Conduct research on policy, campaigns, and political entities
- Develop and maintain relevant expertise in campaign reporting, spending, and disclosure laws
- Compose, edit, design, and format documents for internal and external audiences
- Manage internal systems and processes for tracking relationship-building efforts
- Develop systems to track legislation, emerging public policy, and the priorities of community groups at the State, regional, and local level
- Contribute one’s own ideas, perspectives, and lived experiences to the emerging culture of the Foundation
- Assume other responsibilities and explore new opportunities that arise with the evolving needs and aspirations of the Foundation

## QUALIFICATIONS

- A deep commitment to equity and social justice, and strong alignment with our organizational values
- Ability to authentically connect the Foundation’s mission and aspirations with one’s own personal experiences
- Demonstrated ability to cultivate relationships and work effectively and respectfully with politically, ideologically, culturally, and geographically diverse people and communities
- A minimum of five years of experience in public policy or campaign settings
- Strong project management skills, organizational skills, and attention to detail, and the ability to create systems for records and research
- Demonstrated experience working with legislators, elected officials, and organizations that work on ballot initiatives, policy, and campaigns
- Commitment to connecting with communities across the State
- Knowledge of, or a strong desire to learn about, the needs of communities across the state who are most impacted by structural inequities
- An understanding of the foundational role that racism, ableism, sexism, and other forms of bias and oppression play in perpetuating inequity
- Exposure to various equity, justice, and power-building strategies
- Humility and curiosity, and an understanding of how these qualities are connected to success in this role
- Demonstrated capacity for self-reflection
- Strong verbal, non-verbal, and written communication skills combined with the ability to listen deeply and authentically
- Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint, and SharePoint) and Adobe (Acrobat DC) and ability to adapt to new technologies
- Ability to take part in occasional meetings and events outside of core business hours

- Enthusiasm for traveling throughout Washington and engaging with communities that may be different from your own (travel is estimated at 10-15% for this position)

## COMPENSATION

In addition to a positive and flexible work culture, we attract, retain, and motivate exceptional people with an equitable and competitive compensation package. Salary ranges are set according to an explicit compensation policy, and relevant data are reviewed when setting ranges for each position. The anticipated starting salary range for this position is \$75,000 to \$84,000. A compensation enhancement is provided to employees with indigenous or advanced language proficiency in more than one language that they utilize to advance the Foundation's work across Washington. We offer a comprehensive benefits package that includes fully paid medical/dental/vision coverage for employees and dependent children (and partial coverage for partners and spouses), a 10% retirement contribution, generous and flexible paid time off, paid family and medical leave, a transit pass (where available), and support for ongoing professional development.

## TO APPLY

Please submit your resume and a cover letter expressing your specific interests through our [online application portal](#). Priority will be given to applications submitted by **Monday, November 23, 2020**. You will receive an automatic acknowledgment of your application once you submit your materials, and you can expect updates from the Foundation every two to three weeks once the priority deadline has passed. We are committed to creating conditions where all candidates are able to fully express their talents and potential and invite you to let us know if there are any accommodations that we can provide to support you in your pursuit of this role.

**Thank you for your interest in joining Group Health Foundation!**