Policy Advocate

Consumers for Affordable Health (CAHC) is a dynamic nonprofit dedicated to improving access to affordable, quality, and equitable health care for all people living in Maine. With a small but resolute staff, we help consumers tackle issues in health coverage, develop policy initiatives to improve access to care, and strive to improve health equity in our state.

About Consumers for Affordable Health Care
CAHC functions as Maine’s Health Insurance Consumer Assistance Program. We provide assistance to Mainers regarding health insurance matters, including public and private health insurance options, help consumers apply for and enroll in coverage, appeal coverage denials, and link people to programs and other resources when there are gaps in coverage. CAHC also engages in robust advocacy at both the state and federal level to improve access to affordable, quality health care for all people living in Maine. Learn more about CAHC at www.mainecahc.org.

Opportunity
Consumers for Affordable Health Care is seeking an experienced Policy Advocate with knowledge of public and private health programs and insurance matters. This position will work under the direction of CAHC’s Policy Director and participate in the organization’s advocacy activities, building and maintaining alliances among key coalition partners, policy makers, and other stakeholders throughout the state and with national partners. This position is also responsible for select government relations activities, policy research, analysis, and writing, and identifying opportunities for organizational growth.

Job duties under the direction of the Policy Director, include but are not limited to the following:

• Building and maintaining strategic, collaborative relationships with policy makers, partner organizations, business leaders, national partners, and other stakeholders
• Providing assistance convening and managing the Health Care for Maine (HC4ME) Alliance
• Assisting in the development of CAHC’s advocacy agenda, including assisting with drafting communications that advance our policy priorities
• Providing staffing support on policy projects
• Conducting health policy research, analysis, and writing
• Assistance with planning conferences, legislative reception, and other policy related and educational events
• Tracking and monitoring legislative proposals and trends
• Assisting with grant management and reporting for policy projects
• Representing the organization in public forums, including policy and media venues, as needed
• Working with and supporting consumers in advocacy efforts

Required Skills and Experience:
• Knowledge of public (MaineCare) and private health insurance (individual Marketplace plans).
• Administrative advocacy with governmental agency staff and policy makers.
- Proven ability to create and maintain relationships with a wide variety of stakeholders.
- Knowledge of the legislative process including tracking bills, the committee process, and legislative council, House and Senate procedures.
- Excellent writing and communications skills.
- Use of technology including zoom and other meeting web-based platforms, data bases, etc.
- Policy research including the ability to synthesize complicated material and the ability to summarize and communicate information.

**Compensation and Benefits**
This is a salaried position with a starting salary range of $50,000-$55,000 based on individual experience. CAHC offers excellent benefits including vacation, personal, and sick leave, paid holidays, 100% employer paid individual health and dental insurance, and retirement plan with employer match.

**Location**
CAHC's office is located in Augusta, Maine. Currently staff are working both remotely and in-person at our office. This position may work remotely from a home office but must live within a reasonable distance from Augusta to allow for frequent travel to the area, especially during the legislative session.

**Application Procedure**
To apply, please submit a cover letter (no more than 500 words) and resume with “Policy Advocate Job Posting” in the subject line to vmcauslin@mainecahc.org.

Your cover letter should explain why you are interested in the position and provide specific examples of how you satisfy the skills and experience we seek. We also invite applicants to include information about how their background and/or experiences might contribute to the diversity, cultural vitality, and perspective of our staff and work.

**Hiring Timeline**
Application deadline: December 22, 2022. We will contact you if we are interested in moving your application forward and anticipate filling the position by the end of January 2023.

CAHC is an equal opportunity employer. We value and encourage a diverse workforce and inclusive culture. CAHC encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status.

**Additional Job Information**
Providing a salary range is a practice that models transparency and is one recommended strategy for advancing equitable compensation.

**Salary/Wage:** $50,000-$55,000 DOE
**Job Type:** Full-Time
**Start Date:** ASAP
**Region:** Remote with ability for frequent travel to Augusta, Maine.