



Colorado Covering Kids and Families Project Policy and Communications Coordinator Job Description

General Statement: The Colorado Community Health Network (CCHN) is a membership association of federally qualified Community Health Centers (CHCs) serving low-income, homeless, and migrant populations in Colorado. CCHN is a dynamic, team-oriented non-profit which provides support and technical assistance to safety-net clinics in underserved communities. Colorado Covering Kids and Families (CKF) is a project of CCHN that provides support and technical assistance to a statewide coalition of community-based health coverage assisters (including but not limited to CHCs), and advocates for improved policies and systems that increase low-income Coloradans' access to affordable health coverage and high quality health care.

The CKF Policy and Communications Coordinator will implement the project's policy and advocacy strategy, and coordinate the project's external communications. Responsibilities include, but are not limited to, research and analysis of state and federal rules and regulations concerning health insurance affordability programs; creation of reports, fact sheets, and briefs; regularly updating the CKF website; coordinating meetings; writing and distributing CKF's monthly electronic newsletter; and managing social media.

The CKF Policy and Communications Coordinator must be self-motivated and able to manage multiple tasks, work with diverse people, carry a heavy workload, and travel.

General Duties:

1. Coordinate CKF's public communications, including developing and implementing the project's communications plan, writing and distributing the CKF monthly electronic newsletter, maintaining and regularly updating the content on the CKF website (ckf.cchn.org), and coordinating communications via social media channels (e.g. Twitter and Facebook).
2. Coordinate meetings, conference calls, events, and training sessions including scheduling, planning, material preparation, speaker and participant communication, taking and preparing meeting minutes, and ensuring meeting follow-up tasks are completed in a timely manner.
3. Support CKF's online learning forum as assigned by the CKF Senior Project Manager.
4. Develop and maintain expertise in federal and state health insurance affordability programs' policies including Health First Colorado (Colorado's Medicaid program), Child Health Plan *Plus* (CHP+), and financial assistance programs to purchase private insurance on the state-based health insurance marketplace.
5. Support the implementation of CKF's policy and advocacy strategy.
6. Monitor, research, and analyze state and federal rules, regulations, and legislation that may impact health insurance affordability programs to determine the impact in Colorado and make recommendations to the CKF Senior Project Manager for advocacy on these issues.
7. Create reports, briefs, and fact sheets to educate various audiences, including CKF coalition members and state decision makers on eligibility and enrollment successes, barriers, and recommendations.
8. Represent CKF coalition members and community-based assisters at stakeholder meetings and on committees, advisory groups, and teams.
9. Develop and maintain strong working relationships with state Medicaid agency, state marketplace, and other partners.

10. Develop and maintain a strong understanding of the PEAK online application and state eligibility systems including the Colorado Benefits Management System.
11. Research, identify, and track issues, barriers, and successful practices, as reported by coalition members about eligibility and enrollment systems and policies to inform project advocacy.
12. Report corporate compliance concerns to CCHN's Corporate Compliance Officer; any CCHN employee who reports a compliance concern in good faith is protected by law from retaliation.
13. Perform other responsibilities as assigned by the CKF Senior Project Manager.

Desired Qualifications:

1. Bachelor's degree in a related field preferred or equivalent experience may be substituted.
2. A minimum of two years of professional experience in a related field, e.g. health, communications, social service, community development, public policy, or public administration.
3. Ability to learn quickly, and work with minimal supervision and maximum accountability.
4. Excellent planning, organizational, and meeting facilitation skills.
5. Demonstrated ability to think strategically.
6. Strong written and verbal communications skills.
7. Ability to build credibility and trust, and maintain effective working relationships.
8. Ability to work with individuals from varied professional backgrounds and diverse cultures.
9. Ability to thrive in a complex and rapidly changing environment.
10. Ability to manage and prioritize multiple tasks.
11. Ability to travel. This position typically requires several hours of travel to meetings in the metro area per week. Additional in-state travel may also be required, with approximately three overnight trips per year.
12. Pleasant manner in telephone and personal contacts and a professional demeanor.
13. Excellent computer skills, particularly with Microsoft Office Word, Excel, and Outlook. Experience preferred with online and social media communications tools, e.g. MailChimp, Twitter, Facebook, Wordpress, Hootsuite, and Google Analytics.
14. Demonstrated awareness of, and value for, cultural competence.
15. Fluency in written and spoken English.
16. Physical ability to stoop, kneel, bend, use a computer, and perform light lifting.

The ideal CKF Policy and Communications Coordinator will display sound judgment; relate well to the public and staff; have a professional demeanor; prioritize customer satisfaction; and be well organized.

CCHN is an equal opportunity employer offering flexible benefits, a casual work environment, and competitive compensation (DOE).

Category: 40 hours per week, Non-exempt

Responsible to: CKF Senior Project Manager

Supervises: N/A

Salary Range: \$19.25 - \$21.65 per hour

Job Description Effective Date: June 2017

To Apply: Please submit by **8:00 am on Monday, July 17:**

1. A cover letter;
2. Updated resume with all relevant qualifications/history;
3. Written answers to the following three questions (limit responses to two pages total):
 - a. Describe your past experience researching, synthesizing materials, making recommendations, and/or analyzing outcomes of a position or policy,
 - b. Describe how you would approach developing and implementing a strategic communications plan for the Covering Kids and Families project,
 - c. This job requires completion of multiple tasks with competing deadlines. Please describe your experience with completing multiple tasks and your approach to this challenge,
4. A brief writing sample.

Candidates should combine the above materials into one PDF and email the required information to:

Stephanie Brooks
Covering Kids and Families Senior Project Manager
Email: sbrooks@cchn.org

Please list “Application – CKF Coordinator” in the subject line of the email.

No phone calls.