

Assistant Policy Analyst

Category: Full-time, non-exempt (HPIO will also consider applicants for part-time employment)

Salary range: \$21-\$31/hour

Location: Columbus, Ohio; flexible hybrid work environment

The Health Policy Institute of Ohio (HPIO) is seeking a highly motivated and qualified individual for an assistant policy analyst position. HPIO is a nonprofit, nonpartisan organization dedicated to informing data-driven policymaking that improves health, health equity and the value of healthcare spending in Ohio.

The assistant policy analyst is an important part of a collaborative team of public policy experts who provide research and data on a comprehensive range of health policy issues. The assistant policy analyst position represents an opportunity to pursue a rewarding career with a well-respected team working to make sure every Ohioan can reach their full health potential.

Job description

The assistant policy analyst will contribute to the development of written products, assist with data collection and analysis projects, regularly aid the coordination and facilitation of stakeholder outreach and convenings and being a part of providing technical assistance directly to policymakers.

Job responsibilities include:

- Contribute to, and review, written reports, briefings and resources
- Monitor federal, state and local policy changes
- Support the development of surveys and questionnaires for data collection projects
- Schedule and participate in focus groups or similar activities conducted with key stakeholders
- Compile research and conduct literature reviews
- Assist with data compilation, coding and analysis
- Attend and take detailed notes during meetings and events
- Prepare meeting materials and capture and synthesize input from stakeholders
- Build and maintain positive relationships with policymakers and other HPIO stakeholders
- Participate in and contribute to conferences, webinars and other events
- Support the planning and execution of educational events

Minimum qualifications

A bachelor's degree is required with relevant coursework, internship or work experience preferred.

Seeking applicants with the following skills and attributes

- Align with HPIO's principles: Improving health, health equity and the value of healthcare spending
- Share HPIO's values: Collaboration and inclusion, integrity, objectivity and rigor
- Have well-developed written and verbal communication and interpersonal skills
- Can work independently within the context of a highly collaborative team
- Can manage deadlines and be able to adapt when deadlines change
- Can give specific feedback to colleagues and receive and integrate feedback from colleagues and stakeholders
- Have excellent attention to detail
- Can multi-task and exhibit a strong work ethic
- Are proficient in office software, including but not limited to, MS Office, Outlook, virtual meeting and shared-drive platforms, with the ability to learn new tools efficiently

HPIO is committed to ensuring equal employment opportunities in accordance with state and federal law. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

The generous package of benefits for 2026 includes:

- Progressive paid vacation accrual beginning with up to 2 weeks the first year of service, up to 3 weeks the second year of service and up to four weeks after three years of service (prorated for part-time employees)
- 11 paid holidays per year plus 3 paid floating holidays
- 12 paid sick days that may be carried over from year-to-year with certain limitations (prorated for part-time employees)
- 12 weeks of paid parental leave
- Medical, dental and vision coverage (HPIO pays 80% of premium for full-time employee and 50% for additional family members); limited purpose flexible spending account (HPIO provides \$500 per year for full-time employee); and health savings account (HPIO provides \$4,300 per year for full-time employees)
- Life insurance (HPIO pays 100% of premium for full-time employees)
- Long- and short-term disability coverage (HPIO pays 100% of premium for full-time employee).
- 401k plan (HPIO contributes 3% of employee compensation (safe harbor) and a dollar-for dollar match up to 4% of employee contributions)
- Flexible hybrid work schedule; 40% of work week in office; additional flexibility may be offered after six months of service



Submit an application:

Interested candidates should send a resume and cover letter to the President of the Health Policy Institute of Ohio at hpio.job@gmail.com.