

Policy Analyst

Category: Full-time, non-exempt

Salary range: \$65,000-\$85,000

Location: Columbus, Ohio; flexible hybrid work environment

The Health Policy Institute of Ohio (HPIO) is seeking a highly motivated and qualified individual for a 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 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 policy analyst position represents an opportunity to pursue a rewarding career with a well-respected team working to make sure that every Ohioan can reach their full health potential.

Job description

The policy analyst will author written products, conduct data collection and analysis, regularly coordinate and facilitate stakeholder outreach and convenings and provide technical assistance directly to policymakers.

Job responsibilities include:

- Author, contribute to and review written reports, briefings and resources
- Translate complex research and data into concise, accessible language for policymakers
- Monitor federal, state and local health policymaking
- Contribute to the selection of appropriate research methods to answer project questions
- Conduct qualitative data collection and analysis (such as focus groups and key informant interventions) as well as quantitative data compilation and analysis (such as publicly available secondary data)
- Design and facilitate meetings, workgroups and stakeholder discussions
- Build and maintain positive relationships with policymakers and other HPIO stakeholders
- Participate in and contribute to conferences, webinars and other events
- Create and deliver effective presentations
- Schedule and participate in meetings with policymakers

Minimum qualifications

A master's degree with at least two years of relevant 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 or older), 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 and up to 3 weeks the second year of service
- 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.
- 12 weeks of paid parental leave
- Medical, dental and vision coverage (HPIO pays 80% of premium for full-time employees and 50% for additional family members); limited purpose flexible spending account (HPIO provides \$500 per year for full-time employees); and health savings account (HPIO provides \$4,300 per year for full-time employee)
- 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 employees).
- 401k plan (HPIO contributes 3% of employee compensation 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.