

HPIO	Policy and Program Evaluation Analyst
Mission	The mission of the Health Policy Institute of Ohio is to advance evidence-informed policies that improve health, achieve equity and lead to sustainable healthcare spending. HPIO is a nonpartisan, independent and nonprofit organization.
General Qualifications	Minimum of master's degree with at least two years of relevant experience or bachelor's degree with at least four years of relevant experience
Employment category	Regular full- or part-time, exempt
Reports to	Vice President-Policy
Office location	Columbus, Ohio, hybrid work environment
Policy and program evaluation	<ul style="list-style-type: none"> • Collect, compile and analyze quantitative and qualitative evaluation data • Assure human subjects protections, including preparation of institutional review board proposals and consent forms • Assess and assure the quality and accuracy of evaluation data, including oversight and delegation of quality control processes and tasks • Prepare evaluation reports and oral presentations • Contribute to HPIO's internal evaluation work • Develop charts, graphs and other visual tools, including compiling and checking data values
Resource and business development	<ul style="list-style-type: none"> • Participate in resource and business development activities, for projects that have policy or program evaluation as a primary focus, including meeting with and developing proposals for potential funders and clients
Multi-sector facilitation and stakeholder outreach	<ul style="list-style-type: none"> • Manage and facilitate small group discussions, including coordinating facilitators, stakeholder discussion questions and managing other logistics • Build and maintain relationships with stakeholders from a variety of sectors through email contact, phone calls and in-person meetings, participation in conferences, trainings and webinars hosted by other organizations, and other activities
Policymaker technical assistance and outreach	<ul style="list-style-type: none"> • Provide technical assistance to policymakers, including compiling research or data on specific topics or legislation and drafting written responses • Cultivate collaborative relationships with key stakeholders, including policymakers across all branches of state government • Schedule, participate in and lead meetings between HPIO staff and policymakers • Comply with Joint Legislative Ethics Committee reporting requirements

<p>Other roles</p>	<ul style="list-style-type: none"> • Communicate effectively through media, including interviews with print, radio and TV reporters, as well as use of social media that aligns with HPIO's mission and core values • Develop effective presentations, including outlines and slides • Present or co-present to variety of audiences (conferences, meetings, webinars, etc.) • Execute, review and provide feedback on written products to ensure adherence with HPIO's style guide and clear communication of concepts to a policymaker or client audience • Monitor various sources of information to inform HPIO's work, including proposed and enacted legislation; executive branch websites, press conferences, presentations, plans, reports and other documents; scholarly research; evidence registries; think tank/gray literature reports; policy changes in other states; webinars and conferences; e-newsletters, traditional and social media and other electronic communications, etc. • Contribute to the daily operations of the organization, as needed
<p>General skills and attributes</p>	<p>This position requires:</p> <ul style="list-style-type: none"> • Commitment to diversity, equity and inclusion • Well-developed written and verbal communication and interpersonal skills • Ability to work independently within the context of a highly collaborative team • Ability to manage deadlines, including flexibility in adapting to changing deadlines • Ability to give specific feedback to colleagues and integrate feedback provided by colleagues and stakeholders • Excellent attention to detail • Strong multi-tasking ability and work ethic • Proficiency in office software, including but not limited to MS office, Outlook, Survey Monkey, virtual meeting and shared drive platforms
<p>Other requirements</p>	<p>This position:</p> <ul style="list-style-type: none"> • Requires the ability to work both in a traditional office environment and/or from home as needed • Requires routine use of standard office equipment including, but not limited to, computers, monitors, phones, copiers printers, scanners and filing cabinets • Requires ability to sit continuously for long periods of time and constant keyboarding • Requires interacting and regularly communicating with others to exchange information, including talking, listening and interpreting spoken and written messages • May occasionally require standing, bending and light lifting (less than 15 pounds) • May occasionally require in-state or out-of-state travel