



California Association  
of Public Hospitals  
and Health Systems



## ***Position Announcement*** **Senior Policy and Communications Associate**

The California Association of Public Hospitals and Health Systems (CAPH) is seeking an exceptional **Senior Policy and Communications Associate** to join our team.

CAPH is a non-profit trade association located in Oakland, California that represents 21 public hospital systems across California. CAPH provides legislative advocacy and leadership, strategy development, policy development and analysis related to the health care safety net and increasing access to health care for all Californians, with a special emphasis on health reform, coverage expansion, delivery system reform, and health system financing. CAPH played a central role in the development of the state of California's five year, \$10 billion "Bridge to Reform" Medicaid 1115 Waiver. The position would also develop communications materials for CAPH's non-profit affiliate, the California Healthcare Safety Net Institute (SNI). CAPH/SNI's offices are located in Oakland's Jack London Square. For more information about both organizations, please visit our websites at [www.caph.org](http://www.caph.org) and [www.safetynetinstitute.org](http://www.safetynetinstitute.org).

### SUMMARY

Reporting to the Director of Government Affairs, the Senior Policy and Communications Associate will draft CAPH's and SNI's external communications materials in order to advance policy, program and advocacy agendas and to support member interests for CAPH. **Specific responsibilities** include but are not limited to the following:

- Conduct policy analysis in order to "translate" issues into communications messages and materials;
- Implement a strategic communications plan to advance CAPH/SNI's policy, program and advocacy goals and strengthen the organizations' political effectiveness.
  - Responsible for increasing CAPH/SNI's visibility among lawmakers and other key health policy stakeholders through the development and dissemination of publications and advocacy materials, such as op/eds, reports, letters, talking points, testimony and press releases
- Collaborate with other staff to ensure the content and design of the organizations' web sites are in line with communication strategies;
- Provide leadership and information to member public hospitals' communications departments; work closely and coordinate with member communications directors on media strategy;
- Work as part of the CAPH policy team to develop message content on priority policy issues.



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- Manage media relations, respond to media inquiries and serve as lead spokesperson with the media, including developing and implementing specific media strategies to advance policy goals;
- Provide training in media interviews, message development and presentation skills for staff and member public hospitals, as needed;
- Develop printed materials for the CAPH/SNI annual conference

#### KNOWLEDGE & EXPERIENCE

- An advanced degree in public policy, communications, journalism, public health, public administration or closely related field is required.
- 7+ years health care policy experience with an emphasis on communications
- Ability to build effective relationships with the media and serve as the organization's spokesperson
- Demonstrated ability to develop and implement a strategic communications plan to advance a public policy agenda, including the ability to distill complex policy concepts into succinct, cogent messages
- Outstanding written and verbal communication skills
- Ability to work effectively in a member-driven trade association environment.
- Excellent interpersonal skills and ability to work effectively in a small, hard working office environment
- Understanding of health policy landscape in California a plus

Salary is commensurate with experience and includes a generous benefits package. Interested applicants should send a resume, cover letter and at least three references to:

Afiya Palmer, Human Resources Specialist  
[apalmer@caph.org](mailto:apalmer@caph.org)

**This position is open until filled.**

CAPH/SNI is an Equal Opportunity Employer with a strong commitment to racial, cultural and ethnic diversity. Persons of color are strongly encouraged to apply.