

COMMUNITY CATALYST, INC.

PROGRAM ASSOCIATE

Join an organization at the forefront of health care advocacy around the nation!

Community Catalyst, Inc. is a national nonprofit advocacy organization that builds consumer and community participation in the shaping of the U.S. health system to ensure quality, affordable health care for all.

We seek a Program Associate who will provide policy and communications support for Community Catalyst's prescription drug policy and litigation work. This position is responsible for supporting and helping to develop public policy initiatives; keeping the team up to date on current literature and media; providing outreach to coalitions and partners; and raising the visibility of the work by coordinating web 2.0 communications and supporting and maintaining website, database, and internal communications procedures. The Program Associate is supervised by the Director of Prescription Access & Quality.

Responsibilities

1. Provide effective organizational, research, writing, coordination and support for the PAQ team and its work as a sub-grantee of the Pew Prescription Project
2. Provide effective assistance to the Director of the Prescription Access & Quality (PAQ) and assist Communications Director in coordinating PAQ work with the communications team.
3. Conduct background and policy development research on public policy initiatives, write policy briefs, other reports and materials for PAQ. Point person in keeping the PAQ team up to date on current literature, press and blogs on our project priorities.
4. Maintain the Pew Prescription Project website and prescription drug sections of the Community Catalyst website including posting new material and updating existing material; developing sections of the site content; and developing and maintaining web-based clearinghouse of tools and actionable information.
5. Coordinate and support Project's web 2.0 communications strategy including developing content and integrating social media with other outreach strategies. Develop content for the PostScript blog and recruit other contributors.
6. Work effectively with other program associates and staff members on internal and external communications and research tools for the Prescription Project and CC (e.g. Kintera CRM system/database, communications tools).
7. Collaborate with the communications team in tracking and responding to developments in the literature and press.
8. Other related projects as assigned.

Qualifications

1. A bachelor's degree plus at least four years professional work or equivalent experience in a related field or position.
2. Policy and legislative experience; communications experience a plus.
3. Project management skills, including strong attention to detail, the ability to multi-task, prioritize and meet deadlines.
4. Strong organizational skills and demonstrated success in prioritizing multiple tasks and duties.
5. Demonstrated ability to work with diverse groups of people in a variety of settings; ability to facilitate team building and coordinate project partners and collaborators to achieve project goals.
6. Excellent verbal and written communication skills, including ability to represent Community Catalyst or the Project publicly.
7. Public policy writing experience for lay audiences and policymakers.
8. Strong computer skills including expert use of Microsoft Office, database, web content management and social media tools.
9. Demonstrated ability to work independently and handle multiple tasks and projects.

Community Catalyst is an equal opportunity employer with a demonstrated commitment to diversity in the workplace.

Salary & Benefits

- Competitive salary
- Generous paid time off policy
- Robust benefits package
- Convenient downtown Boston location

Applicants should submit a resume with a one page cover letter briefly summarizing their interest in and qualifications for the position to: jobs@communitycatalyst.org. Please put "Program Associate" in the Subject line.

For more information on Community Catalyst please go to www.communitycatalyst.org.