

Job Description
Health Policy and Communications Intern (Unpaid)
NYC Human Resources Administration – Office of Citywide Health Insurance Access (OCHIA)

Background

The Human Resources Administration Office of Citywide Health Insurance Access's mission is to improve access to health insurance for all New Yorkers.

OCHIA works to connect New York City (NYC) residents and small business owners to coverage and care. We deliver outreach, education and training on public and private health insurance as well as conduct policy research and analysis to inform our efforts and help improve access to coverage for all New Yorkers. For 15 years, OCHIA has partnered with public and private organizations to make health insurance enrollment assistance available on-site at city offices and events in neighborhoods throughout the 5 boroughs. OCHIA serves all New Yorkers, with a special focus on persons least likely to have health insurance, including immigrants, freelancers, small business owners and workers, and young adults.

OCHIA is seeking a **Health Policy and Communications Intern** to join our team for winter/spring, with an option of continuing for the summer. The Health Policy and Communications Intern (the Intern) will work directly with OCHIA's Policy Analyst to inform policy analysis, and target and tailor health insurance outreach and education efforts. She/he will work closely with OCHIA's outreach and strategic development teams, and have the opportunity to attend internal and external meetings with agency partners.

Primary Duties and Responsibilities

- Build and maintain knowledge of the ACA and its implementation at the federal level and in New York, including knowledge of the NY State of Health Marketplace and its coverage options.
- Research New York City health policy issues and develop summaries and briefs for staff.
- Help to monitor state legislation and prepare summaries for staff.
- Analyze data from the American Community Survey and other health insurance data sources; produce charts, PowerPoint slides and other materials to support targeted outreach efforts.
- Review partner agency websites to analyze health insurance content and identify improvements.
- Prepare strategies and content for various social media platforms to inform NYC residents about their health insurance options, including supporting a campaign to target young adult men.
- Attend internal meetings and meetings with agency partners as required.
- Other duties may be assigned.

Qualifications

- Interest in health policy, health care reform, and strong commitment to social justice and health equity
- Bachelor's degree in Health, Public Administration/Policy, Communications, or other relevant field. Enrolled in a Master's program and completion of some Master's level coursework preferred.
- Strong analytical, writing, and communications skills
- Strong interpersonal skills with ability to work with a wide variety of staff within and outside of city government.
- Excellent project management skills. Well organized with attention to detail.
- Experience with data analysis, including experience with SPSS or other statistical software a plus.
- Experience or proficiency using Microsoft Office software, including: Excel, Word, Outlook, and PowerPoint; experience with social media, including Facebook and Twitter, a plus.
- Availability at least 2 days a week (10-20 hours).

To Apply

Please send cover letter, resume and a brief writing sample to nychealthinsurancelink@hra.nyc.gov. **Important: please put "Health Policy and Communications Intern" in the email subject line.** No phone calls, please.