
Communications Consultant

About Us

Harbage Consulting is a health policy consulting firm with expertise in public programs and delivery system reform. With a focus on increasing value in health care delivery, we help our clients understand, navigate, and succeed in implementing a wide range of health policies and programs. Through a highly collaborative approach, we leverage broad experience working with diverse stakeholders to drive solutions for our clients. Our core expertise is in public and safety-net programs; system integration, including Medicare and Medicaid; long-term services and supports; and behavioral health.

Why This Job

The Communications Consultant will play a key role on the Outreach and Communications team. This team member will help execute outreach and communications projects for a range of clients and projects, including the Coordinated Care Initiative and Health Homes Program, on behalf of the State of California. The Communications Consultant may work with a variety of clients and stakeholders, including providers, clinics, managed care plans, and community-based organizations to ensure that communications and outreach projects are completed within the stated timeframes with the highest quality work. They will also contribute to drafting and creating content and materials and managing projects to completion. The Communications Consultant also supports an outreach team who works throughout California.

The Communications Consultant must be able to implement communications and public affairs strategies. They must also be able to effectively translate complex policy ideas into easy-to-understand messages for multiple audiences and help identify appropriate strategies for delivering those messages.

The Communications Consultant will also play an integral role providing communications support for firm staff, including copy-editing, formatting documents, designing materials, etc. The Communications Consultant will also help manage the firm's website, create and edit promotional and marketing materials, and help develop and implement the firm's marketing and communications plan. The Communications Consultant reports to the Director of Outreach and Communications.

Description of Duties

- Assist with the development and execution of communications strategies and projects
- Develop communications materials and collateral including reports, toolkits, handouts, presentations, and talking points
- Serve as webmaster for firm
- Help develop and implement firm's marketing and communications plan
- Provide communications support for firm staff, including copy-editing, formatting documents, designing materials, etc.

Required Qualifications

Must have:

- 2-5 years of experience in communications, public affairs, or related field
- Communications, policy, or related experience in at least one previous position
- Bachelor's degree
- A commitment to improving the health care system

- Strong writing skills
- Experience with WordPress, InDesign, Illustrator, and other communications tools and software
- Ability to effectively staff senior principals, including leadership at California Departments and internal Harbage executive team
- Ability to work with minimal supervision and be able to anticipate needs, craft and implement solutions, and meet deadlines
- Ability to work independently and manage projects to completion
- Ability to communicate effectively with internal and external audiences
- Ability to travel to events being conducted by Harbage Consulting on a county or statewide basis, occasionally including transport of materials necessary for the event (including but not limited to boxes of flyers, documents, and food)

Must be:

- Kind and empathetic, in a professional manner
- A quick study
- Highly reliable and able to manage multiple assignments of various priority and duration
- Comfortable working independently and on a team
- Able to develop relationships with a variety of stakeholders, including health plan, hospital and physician leaders, as well as advocates, patients, and consumers
- Able to have one-on-one conversations, facilitate group discussions, and help build cooperative networks

Preference will be given to those who have:

- Worked in a policy communications capacity
- Experience with or knowledge about the health care system, including Medicaid and Medicare
- Experience managing multiple projects with an attention to detail
- Experience working with state and federal agencies
- Extensive experience supporting principals/leadership
- Language skills: such as, Spanish, Korean, Vietnamese, Russian

Location: Sacramento, CA

Compensation:

Compensation commensurate with experience

To Apply:

We are taking applications until we fill the position. We may process a round of early applications first and we will close applications if we fill the position early. **This position will close COB May 31, 2018.**

Submit the following to careers@harbageconsulting.com:

1. Resume
2. Cover letter
3. One writing sample

Applicants missing any items will not be considered.