



Communications and Public Affairs Specialist Position Description

Who We Are

Established in 2005, Harbage Consulting is a mission-driven national health policy and communications consulting firm with deep policy, operational, and outreach expertise in public programs. We help our clients navigate, develop, and implement a wide range of health policies related to Medicaid, the Children's Health Insurance Program (CHIP), Medicare, and the Health Insurance Marketplace. Our clients span state Medicaid agencies, county/local health services departments, state and national health care foundations, consumer advocacy organizations, hospitals, health systems, trade associations, and labor unions. While the core of our firm's work has historically been in California, we recently have been involved in projects in several other states including Alaska, Colorado, Hawaii, Louisiana, Maryland, Minnesota, New York, West Virginia, Virginia, and Washington State.

Our firm is rooted in a commitment to improving and strengthening the health care delivery system. We pride ourselves on our relationship-driven approach to customer service, our ability to adapt to changing landscapes, our innovative spirit, and our role as a thought partner that is dedicated to helping our clients achieve meaningful results. Our mission is to promote access to affordable, comprehensive, high-quality health coverage and care, and we pursue clients that enable our firm to stay true to that mission.

Position Description

Harbage Consulting offers a dedicated and fast-paced environment focused on helping a range of clients improve our systems of care and the health care safety net. The Communications and Public Affairs Specialist will play a key role providing communications, stakeholder engagement, and public affairs support to multiple teams and clients across the firm. The Specialist also will play a key role in managing firm communications and marketing efforts.

Communication Skills: The successful candidate for this position must be a strategic thinker, and solid researcher and writer. He or she must be able to effectively translate complex policy and programmatic information into easy-to-understand messages tailored to multiple audiences and be able to help identify and execute appropriate strategies for delivering those messages. This position requires the ability to develop strategy memos, draft blog posts, manage social media platforms, create and oversee development of graphic design work, and research and write content for information toolkits, such as press releases, fact sheets, brochures, and other collateral materials.

Stakeholder Engagement and Public Affairs Skills: The successful candidate must be able to work effectively and build relationships with clients and external stakeholders. He or she must have strong organizational and interpersonal communication skills, political savvy, and acumen. While Harbage Consulting does not engage in lobbying, we create and implement public education and key stakeholder outreach campaigns, often working with news media, policy experts, legislators, leaders from the public and private sectors, other consultants and/or lobbyists. Our role is to help our clients navigate at the crossroads of health care policy, politics, and communications.

This position reports to the Vice President of Strategic Communications and Public Affairs.

Responsibilities include but are not limited to:

- Researching and writing sharp and persuasive content to educate key audiences about important health policy issues and actions.
- Participating in the development and execution of communications and public affairs strategies and projects.
- Playing a key role in developing and implementing the firm's marketing and communications strategies, including website management, content development, and creating and driving effective social media campaigns.
- Providing communications support for firm staff, including developing content, formatting documents, designing materials, etc.
- Working directly with clients, representing our firm and our values to all those with whom we engage.
- Participate in firm-wide activities such as staff meetings, policy team meetings, and annual company retreats.

Location

This position is located at Harbage Consulting's headquarters in Sacramento, California.

Required Qualifications

Must have:

- At least three years of experience in communications, journalism, policy, politics, public affairs, marketing or a related field;
- Bachelor's degree in communications, journalism, public affairs, political science, public policy or a related field;
- Excellent oral communication skills;
- Strong research and persuasive writing skills;
- Demonstrated experience developing and managing social media outreach campaigns;
- Demonstrated experience with WordPress, InDesign, Illustrator, and other commonly used design tools and software;
- Ability to work with minimal supervision as well as anticipate firm and client needs, being able to recommend and implement responses;
- Effective project management skills including strong work ethic, attention to detail, time management, ability to prioritize, critical thinking, problem solving, adaptability, willingness to learn, and a proactive work style;
- An interest in policy and politics; and
- A commitment to making health care affordable and accessible by improving access to health coverage, quality of care, and promoting positive change to the health care system.

Must be:

- A quick study;
- Highly reliable and able to manage assignments of various priority and duration;

- Able to develop and maintain relationships with various stakeholders, including representatives from federal, state and local government, hospital and health systems, advocacy organizations, health plans, providers, and consumer groups;
- A team player, having a positive attitude with the ability to work independently and a willingness to help others; and
- Excited to work with a team of health care thought leaders who are driving meaningful system change.

Additional beneficial relevant experience includes:

- Having worked in a health care policy and communications capacity;
- Proficiency in computer design programs;
- Knowledge of behavioral health and/or Medicaid policy issues;
- Experience managing multiple projects, working with senior management and junior staff; and
- Language skills such as Spanish, Korean, Vietnamese, Russian

Compensation

- Competitive salary commensurate with experience
- Comprehensive benefit package and 401(k)

To Apply

Please submit the following documents to careers@harbageconsulting.com with the subject line "Communications and Public Affairs Specialist":

- Cover letter
- Resume
- Three professional references with phone numbers and email addresses that are willing to be contacted