

Intern, Summer 2020

Strategic Communications and Public Affairs

Position Description

Who We Are

Established in 2005, Harbage Consulting is a mission-driven national health policy, strategic communications and public affairs 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, a mission-driven national health policy and communications consulting firm in downtown Sacramento, is seeking a Communications and Public Affairs Intern to play a key role in assisting with client work and providing research, content development, and administrative support for our growing team.

The ideal candidate is a quick study who is interested in health care policy and looking to gain valuable communications and public affairs experience. The internship will offer opportunities to build and strengthen professional skills particularly in writing, research, and organization.

Responsibilities include but are not limited to:

- Compile and distribute news media clips relevant to health policy and other client issues
- Track social media and digital content from partner organizations, social media influencers, and other amplifiers
- Participate in the development of social media, blogs and other website content, including fact-checking and copyediting
- Research and compile media and other contact lists
- Conduct research on health policy issues
- Attend and participate in department meetings
- Administrative tasks to assist with meeting planning
- Event assistance as need

Qualifications and Requirements

Applicants must have

- Interest in working in communications and public affairs
- Social media content creation experience
- Strong verbal and written communication skills
- Proficiency with Microsoft Office programs
- Research and analysis experience
- Ability to work effectively and efficiently in a fast-paced environment
- Experience with email contact management systems and/or design programs (Constant Contact, Adobe Creative Suite, Word Press, etc.) a plus

Applicants must be

- Current, graduating, or recently graduate college students
- A team player, with the ability to work independently and a willingness to help others
- Excited to work with a team of health care thought leaders who are driving meaningful system change

Location

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

Other Details

- Part-time or Full-time (flexible) position available Summer 2020
- Hourly salary between \$18-20/hour, commensurate with experience

To Apply

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

- Resume
- Three references with phone numbers and email addresses (references will not be contacted unless the candidate is notified)
- In lieu of a cover letter, please submit a statement on why you care about improving access to health care and improving the health care delivery system (limited to 250 word)

