

Junior Account Executive

Strategic Communications and Public Affairs

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 have recently been involved in projects in a number of 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, and our innovative spirit. 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 mission-driven, fast-paced environment focused on helping a range of clients improve the health care safety net. Many of our projects involve a combination of policy analysis, program implementation, stakeholder engagement, and communications. The Junior Account Executive will support communications, stakeholder engagement, and public affairs implementation.

Required skills

Communications Skills: Strong writing skills and ability to generate and/or contribute to under tight deadlines: client correspondence and proposals, general PR plans, press releases, fact sheets, news advisories, blog posts, and social media platforms and communications for toolkits, fact sheets, brochures, and other collateral materials.

Responsibilities include, but are not limited to:

- Supporting the account executives and management team in the maintenance of project calendars, client files and routine reports, and other key structures to keep accounts organized
- Participating in social media messaging and strategy creation
- Assisting in special events management
- Conducting research and preparing summary reports for clients on key issues
- Media monitoring, including tracking news clips, social media, archiving articles and mentions, curating daily media reports and summaries of messages related to clients and key issues
- Website Google Analytics data entry and tracking
- Website ADA proofing
- Organizing and participating in client meetings, taking notes, and summarizing action items
- Providing communications support to firm staff, including developing content, formatting or proofreading documents, designing materials, etc.
- Engaging in firm-wide activities such as staff meetings, policy team meetings, and annual company retreats
- Demonstrating social and digital media enthusiasm and tracking innovative ways to leverage trends and platforms
- Contributing to efficient and effective project management for the firm and our clients
- Participating in multiple projects, working with senior team members and junior staff to ensure client success

Location

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

Required Qualifications

Must have:

- At least 1-3 years of experience in communications, 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 and written communication skills
- Strong written and oral communications skills

- Social media content creation and implementation strategy experience
- Ability to work independently in a fast-paced environment, with the ability to “manage up,” seeking direction and support when needed
- Ability to anticipate firm and client needs and implement responses
- Demonstrated experience with the Microsoft Office Suite, WordPress, InDesign, Illustrator and other commonly used design tools and software
- An interest in public policy and politics
- A commitment to making health care more 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
- A team player with a positive attitude
- Able to quickly adjust to changing client needs, reprioritizing and triaging work as needed
- Excited to work with a team of health care thought leaders who are driving meaningful system change
- Highly reliable and able to manage concurrent, multiple assignments of various priority and duration
- Able to develop relationships with various kinds of stakeholders, including from state and local government, hospitals, and health plans, and individuals such as advocates, providers, and consumers

Preference will be given to those who have:

- Worked in a health care policy and communications capacity
- Marketing, public relations or public affairs agency experience
- Knowledge of behavioral health and/or Medicaid policy issues
- 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 “Junior Account Executive”:

- Resume
- 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 words)
- Three professional references who are willing to be contacted, include phone numbers and email addresses