<table>
<thead>
<tr>
<th>HPIO</th>
<th>Policy and Program Evaluation Analyst</th>
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<tbody>
<tr>
<td><strong>Mission</strong></td>
<td>The mission of the Health Policy Institute of Ohio is to advance evidence-informed policies that improve health, achieve equity and lead to sustainable healthcare spending. HPIO is a nonpartisan, independent and nonprofit organization.</td>
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<td><strong>General Qualifications</strong></td>
<td>Minimum of master’s degree with at least two years of relevant experience or bachelor’s degree with at least four years of relevant experience</td>
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<td><strong>Employment category</strong></td>
<td>Regular full- or part-time, exempt</td>
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<td><strong>Reports to</strong></td>
<td>Vice President-Policy</td>
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<tr>
<td><strong>Office location</strong></td>
<td>Columbus, Ohio, hybrid work environment</td>
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| **Policy and program evaluation** | - Collect, compile and analyze quantitative and qualitative evaluation data  
- Assure human subjects protections, including preparation of institutional review board proposals and consent forms  
- Assess and assure the quality and accuracy of evaluation data, including oversight and delegation of quality control processes and tasks  
- Prepare evaluation reports and oral presentations  
- Contribute to HPIO’s internal evaluation work  
- Develop charts, graphs and other visual tools, including compiling and checking data values |
| **Resource and business development** | - Participate in resource and business development activities, for projects that have policy or program evaluation as a primary focus, including meeting with and developing proposals for potential funders and clients |
| **Multi-sector facilitation and stakeholder outreach** | - Manage and facilitate small group discussions, including coordinating facilitators, stakeholder discussion questions and managing other logistics  
- Build and maintain relationships with stakeholders from a variety of sectors through email contact, phone calls and in-person meetings, participation in conferences, trainings and webinars hosted by other organizations, and other activities |
| **Policymaker technical assistance and outreach** | - Provide technical assistance to policymakers, including compiling research or data on specific topics or legislation and drafting written responses  
- Cultivate collaborative relationships with key stakeholders, including policymakers across all branches of state government  
- Schedule, participate in and lead meetings between HPIO staff and policymakers  
- Comply with Joint Legislative Ethics Committee reporting requirements |
**Other roles**

- **Communicate effectively through media**, including interviews with print, radio and TV reporters, as well as use of social media that aligns with HPIO’s mission and core values
- **Develop effective presentations**, including outlines and slides
- **Present or co-present** to variety of audiences (conferences, meetings, webinars, etc.)
- **Execute, review and provide feedback on written products** to ensure adherence with HPIO’s style guide and clear communication of concepts to a policymaker or client audience
- **Monitor various sources of information to inform HPIO’s work**, including proposed and enacted legislation; executive branch websites, press conferences, presentations, plans, reports and other documents; scholarly research; evidence registries; think tank/gray literature reports; policy changes in other states; webinars and conferences; e-newsletters, traditional and social media and other electronic communications, etc.
- **Contribute to the daily operations** of the organization, as needed

**General skills and attributes**

This position requires:

- Commitment to diversity, equity and inclusion
- Well-developed written and verbal communication and interpersonal skills
- Ability to work independently within the context of a highly collaborative team
- Ability to manage deadlines, including flexibility in adapting to changing deadlines
- Ability to give specific feedback to colleagues and integrate feedback provided by colleagues and stakeholders
- Excellent attention to detail
- Strong multi-tasking ability and work ethic
- Proficiency in office software, including but not limited to MS office, Outlook, Survey Monkey, virtual meeting and shared drive platforms

**Other requirements**

This position:

- Requires the ability to work both in a traditional office environment and/or from home as needed
- Requires routine use of standard office equipment including, but not limited to, computers, monitors, phones, copiers, printers, scanners and filing cabinets
- Requires ability to sit continuously for long periods of time and constant keyboarding
- Requires interacting and regularly communicating with others to exchange information, including talking, listening and interpreting spoken and written messages
- May occasionally require standing, bending and light lifting (less than 15 pounds)
- May occasionally require in-state or out-of-state travel