



SIERRA HEALTH FOUNDATION
An Endowment for Northern California

Job Description

Job Title: Health Policy Intern
Department: Program
Reports To: Director of Program Investments or Program Officer
FLSA Status: Non-Exempt – Hourly/part-time paid position for 6-12 months
Start Date: November 2010

Deadline: **September 15, 2010**

Summary: The Health Policy Intern will work with and assist the Program team with health policy aspects of Sierra Health Foundation programs. The intern may have the opportunity to work on one or more of the duties below, depending on foundation priorities and the intern's interest and skills.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Research and Briefings

- Research data and develop briefings related to foundation health policy issues
- Research effective and innovative local and regional practices and approaches to inform grant making strategies
- Analyze local, state and federal policies that impact regional health outcomes
- Research and develop catalog of potential public and private funding opportunities related to program investment areas
- Organize and catalog resources (i.e. research, policy briefs, etc.) related to youth issues and other areas

Other Duties

- Financial analysis of grantee budgets
- Provide support for events/convenings as a member of a team
- Outreach/interact with community stakeholders
- Review and analyze grant proposals
- Perform and assist with other duties as assigned

Qualifications:

- Recent college graduate (undergraduate/graduate student) or student enrolled in public policy, social work, public health, health science, sociology or related field
- Strong interpersonal skills and the ability to work effectively as part of a team
- Demonstrated ability in written and oral communications
- Skilled in the use of Microsoft Word and Excel and Internet search engines
- Ability to organize time effectively and act independently on projects with minimal supervision and manage multiple projects while meeting deadlines
- Ability to work in a fast-paced environment
- Work a flexible schedule
- Travel, as required

Send cover letter and resume by September 15, 2010, to programs@sierrahealth.org

Include "Health Policy Intern" in the subject line.

No phone calls, please.