



Center for Public Policy Priorities

**POSITION ANNOUNCEMENT
OUTREACH COORDINATOR, HEALTH & WELLNESS
CENTER FOR PUBLIC POLICY PRIORITIES**

Organizational information:

The Center for Public Policy Priorities believes in a Texas that offers everyone the chance to compete and succeed in life. We envision a Texas where everyone is healthy, well-educated, and financially secure. We want the best Texas – a proud state that sets the bar nationally by expanding opportunity for all. CPPP is an independent public policy organization that uses data and analysis to advocate for solutions that enable Texans of all backgrounds to reach their full potential. We dare Texas to be the best state for hard-working people and their families.

CPPP was founded in 1985 by the Benedictine Sisters of Boerne, Texas, who had a vision of affordable, quality health care for poor Texans. Since then, the Center has become an independent organization with 20 staff members dedicated to ensuring all Texas families have access to basic needs like health care and food, a quality education, jobs that pay enough to meet a family's budget, and the opportunity to move into the middle class. CPPP is a nonpartisan, nonprofit 501(c)(3) organization based in Austin, Texas. For more information about CPPP, visit www.cppp.org.

Overview of position:

The Outreach Coordinator for the CPPP Health and Wellness Team will primarily support a new grant project related to the implementation of the Affordable Care Act (ACA) in Texas. The project is intended to increase and strengthen linkages, coordination, communication, and supports across the diverse and loosely-connected players in Texas working on outreach, enrollment, and education. Project activities will support enrollment in health care coverage during the health insurance Marketplace open enrollment period beginning November 2014, and help to build resources and relationships that endure past the one-year funding period.

The position is currently funded for one year. The potential for an extension of the position beyond one year is contingent on available grant funding. The position will be part of CPPP's Health and Wellness team, will be directly supervised by the Program Director, Health and Wellness, and will work closely with the Senior Policy Analyst, Health and Wellness and other team members and project partners.

The Outreach Coordinator will work with both the [Cover Texas Now coalition](#) and the [Texas CHIP Coalition](#). CTN is a coalition of consumer and faith-based organizations that desire to see the state of Texas implement a sustainable health care system and provide quality affordable health coverage to its citizens. Texas CHIP Coalition is a statewide coalition working for strong Children's Medicaid and CHIP programs in Texas.

Roles and Responsibilities

The Outreach Coordinator will:

- Be responsible for day-to-day outreach, establishing and maintaining links to outreach, education, and enrollment partners.
- Provide significant support for outreach, education, and enrollment work of the Cover Texas Now coalition and coordinate this grant project's outreach, education, and enrollment work with CPPP and CTN Medicaid expansion efforts.
- Participate in and support the Texas CHIP Coalition's Outreach and Technical Assistance working group, to build stronger links and integration between the Medicaid-CHIP enrollment assistance network and the Marketplace outreach, education, and enrollment network.
- Participate and represent the project and at key meetings of other organizations, campaigns and coalitions.
- Produce regular web-posted and/or emailed news communications to outreach, education, and enrollment network.
- Travel within Texas (20-25% of time, maximum) to meet and engage new partners, and provide community education. Travel to annual grantee's conference in October 2015.
- Plan and chair (at least) monthly Leadership Team calls. Leadership Team partners include CDF-Texas, TexPIRG Education Fund, Lesbian Health Initiative of Houston, Texas Impact, Equal Voice Network of the Rio Grande Valley, Texas Association of Community Health Centers, and Enroll America-TX.
- Compile, draft, and edit required quarterly and annual grant reports and work plans.
- Coordinate and compile "feedback loop" reports from Leadership Team members and other partners. Compile quarterly Leadership Team recommendations for follow-up actions.
- Provide simple reports on activities and resources across the Texas outreach, education, and enrollment network for meetings and other communications of those partner groups.
- Work with senior CPPP staff to design and deliver inter-and intra-coalition outreach, education, and enrollment news and communications.
- Support the CPPP Health and Wellness team and Communications team in developing a simple web tool to enable Texas grass-tops organizations to identify the full spectrum of entities working in the outreach, education, and enrollment field in Texas.
- Monitor and ensure replies to questions and requests for assistance submitted via web tool or from outreach, education, and enrollment partners.

Candidate Qualities: We will consider candidates with varying levels of experience. While no candidate will have every desirable quality, the ideal candidate would have:

- A bachelor's or a master's degree in public policy, government, history, economics or related field;
- A strong desire to be part of a hard-working team helping to maximize health coverage for Texans;
- A demonstrated commitment to social and economic justice, and to CPPP's mission of enabling Texans of all backgrounds to reach their full potential;
- Familiarity with Texas health care coverage options (from Medicaid-CHIP to the health insurance Marketplace), and with the entities involved in outreach, education, and enrollment in health coverage in Texas.

- Experience working collaboratively and in coalition with a range of organizations and stakeholders, and enthusiasm and drive to interact with and build ties across a number of Texas organizations and their representatives.
- Ability to undertake in-state travel up to a maximum of 20-25% of work time, including some overnight travel.
- Strong organizational skills, attention to detail, ability to develop plans and to track and report grant activities and outcomes according to project deadlines;
- Strong writing and speaking skills, including the ability to adapt communication styles for a variety of audiences;
- Ability to be both self-directed and comfortable working with a multi-organization project team;
- Spanish language proficiency a plus, but not required.

Compensation: This grant-funded position requires a twelve-month commitment through October 2015. Salary will be commensurate with experience, and within limits of grant funding. The Center offers excellent benefits, including health insurance, dental insurance, life and long-term disability insurance, retirement, and generous vacation, leave, and holidays.

To Apply: Please email a cover letter, resume, and two references by Close of Business Monday, November 17, 2014 to: jobs@cphp.org (use subject line: CPHP Outreach, Education, and Enrollment (OUTREACH, EDUCATION, AND ENROLLMENT) Project Coordinator). The cover letter should describe your interest in the position and include a detailed explanation of how your experience meets the minimum qualifications and prepares you for the responsibilities outlined in the job description. *E-mail applications with attachments in Microsoft Word or PDF format only.*

We do not accept phone inquiries regarding the position; please do not call. If you have a question about the position that you wish answered before submitting an application, you may e-mail your question to the same address. We will accept applications **only** by e-mail. **All applications will be kept strictly confidential.** *The position is open until filled.*

The Center for Public Policy Priorities is an Equal Opportunity Employer and encourages all qualified applicants to apply.

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