



Colorado Health Institute

Position Title: Health Policy Intern
Address: 303 E. 17th Ave, Suite 930
City: Denver
State: CO
Zip: 80203
Paid Position: Yes
Deadline to Apply: Preference given to applications received by January 25, 2020

Overview

The Colorado Health Institute (CHI) is a non-profit and non-partisan health policy research group. Since our founding in 2002, CHI has provided evidence-based data and information to inform policy, advance health, promote collaboration and support better access to care for all Coloradans.

CHI has a broad mission, and examples of our work include the following:

- CHI conducts the Colorado Health Access Survey, the state's premier source of data on health, access, and coverage.
- As a community benefit, CHI assists individuals and organizations seeking data and information on health-related topics.
- CHI staff support lawmakers and staff members with evidence, including data and analysis, about proposed bills. CHI also tracks and makes sense of health policy developments at the federal level.
- CHI provides consulting services to state and local governments, non-profit organizations and businesses.

Research is our priority, but it is just the beginning of our work. We have branched out in response to profound innovations in health, health care and health policy. Today, we are trusted strategic advisors, skilled evaluators and sought-after facilitators. We are a valued partner with the individuals, groups and communities across the state working to make Colorado No. 1 in health.

Please visit our website at www.coloradohealthinstitute.org for more information.

Describe the value of the proposed Internship to the Agency/Firm

Interns play an important role on project teams. They can lead specific analytic tasks, help their team understand a new topic and lend a hand in any and all needs for a project to be successful.



Describe the value of the proposed Internship to the Intern

Interns will have an opportunity to improve their skills that are critical for professional success, including analytic work, attention to detail, writing for diverse audiences and contributing to the overall success of a project team. Interns will gain first-hand quantitative and qualitative research experience in the non-profit sector, and learn about one or more policy areas (e.g., behavioral health, Medicaid policy, etc.).

Job Description

Business hours for CHI are 8am-5pm, Monday through Friday. Overtime may be required.

We prefer applicants who are current juniors working towards a degree in health policy, public health, health services research, mathematics, statistics, public policy or other relevant discipline.

CHI seeks interns with the following skills and qualifications:

- A high level of self-motivation, self-direction and intellectual curiosity;
- Ability to manage projects including creating back-out schedules and timelines;
- Work well both independently and as a member of a project team;
- Strong written and oral communications skills;
- Proficiency in Microsoft Office, particularly Excel;
- Familiarity with statistical software and social media is desirable.

Intern responsibilities may include the following:

- Provide project management support to policy analysts and directors;
- Support policy analysts and directors by answering information requests from a variety of stakeholders;
- Assist in the maintenance of data sources on CHI's website;
- Assist in policy analysis;
- Prepare databases for analysis and/or assist with database analysis;
- Assist in producing succinct, reader-friendly policy briefs, white papers, blogs, primers, presentations and fact sheets;
- Take an active role in meetings, events and communication activities related to specific projects and areas of focus;
- Conduct literature reviews and other qualitative research, including key informant interviews;
- Check analyses prepared by other staff for quality, accuracy, etc.;
- Conduct and interpret basic quantitative analysis.



Management Goals

The supervisor will help guide the intern's work, though the intern will also work directly for and with other staff on a project-specific basis. The supervisor is a full-time staff member.

CHI seeks to avoid "siloeing" interns; they will gain exposure to multiple areas of CHI's work and be a full member of the organization. CHI views the internship as a way for the intern to explore his or her interests.

Special Job Requirements

Experience with Excel is required. Experience with statistical software (e.g., SAS) is preferred but not required. Substantial writing experience is also a plus.

Transportation: CHI is located in downtown Denver, just blocks from the Capitol.

Important:

Despite the deadlines posted here, applications are reviewed on rolling basis and hiring can occur once the right candidate is found, so apply as soon as you know you want to pursue this opportunity. Cover letter and resume should be uploaded and submitted through your school's career portal.

Please address cover letter to:

Jalyn Ingalls
Policy Analyst
Colorado Health Institute
303 E. 17th Ave., Suite 930
Denver, CO 80203