



Senior Program Associate, Academic Consortium for Integrative Medicine and Health Position Description

Overview

The Academic Consortium for Integrative Medicine & Health (“Academic Consortium”) is a 501(c)3 not-for-profit organization with a current membership of over 75 highly esteemed academic medical centers, health systems, osteopathic medical schools, and nursing schools.

The mission of the Academic Consortium is to advance the principles and practices of integrative healthcare within academic institutions. The Academic Consortium provides its institutional membership with a community of support for its academic missions and a collective voice for influencing change. Our vision is a transformed healthcare system promoting integrative medicine and health for all.

As an organization we are committed to sharing information and ideas, meeting challenges together in a process grounded by the values of integrative medicine, supporting member institutions, and providing an international voice for the advancement of integrative principles. The Academic Consortium for Integrative Medicine & Health recognizes the opportunity to affect the direction, assumptions and outcomes of healthcare. The involvement of strong academic institutions and their representatives allows us to provide a forum for those committed to the values of integrative medicine. The Academic Consortium will provide the cohesion necessary to maximize individual institutional efforts, and also move the field forward in a way that no one institution is able. We're proud of our values-grounded, equity-focused, and fun(!) work environment, incredible colleagues, and a dedication to our work and each other.

Position Summary

We are looking for a highly motivated Senior Program Associate to join our small but growing fully remote team. The Sr. Program Associate will oversee the Whole Health in the States (WHITS) Initiative and other grant programs of the Academic Consortium for Integrative Medicine and Health (“Academic Consortium”). The WHITS Initiative supports state-level coalitions of stakeholders from a diverse range of health settings to embark on consensus building processes around complex issues. The Sr. Program Associate will oversee other grant and program areas aimed at advancing evidence-based integrative, whole person health.

We are seeking a seasoned professional who thrives in a fun but results-oriented work environment, is passionate about our grassroots nonprofit mission, and enjoys working on a wide variety of projects. The Senior Program Associate reports directly to the Chief Executive Officer.

Work Environment

This is a remote, full time (1.0 FTE) position. Willingness to travel 2-3 times per year. Flexibility to accommodate the schedules of organization volunteers and program initiative stakeholders.

Apply

For consideration for this position, please send your resume and cover letter to admin@imconsortium.org. Please include Senior Program Associate Position in your subject line.

Key Responsibilities

- **Research:** Conduct extensive online research of federal and state laws, regulations, and policies including Medicaid state plan amendments, federal waiver terms and conditions, guidance from CMS, etc. Conduct online searches for peer-reviewed research using MEDLINE and other similar databases. And conduct research for health and human service programs, and policies and handbooks for private and public health payers. Develop interview and focus group protocols and conduct interviews/focus groups with key informants, as needed. Identify relevant research studies, additional grey literature, clinical practice guidelines, and policy documents, and determine their relevance to the research question(s)
- **Analysis and Writing:** Synthesize and analyze information and findings for stakeholders relating to best evidence and best practices for policy implementation success beyond simply summarizing findings from research. Translate findings and analysis into an array of written products for state consideration and decision-making purposes. Summarize key findings, draft interim and final reports. Apply knowledge of Medicaid administration principles to understand program rules and identify and develop opportunities and pathways for program design that are in line with Medicaid authorities. Conduct literature reviews and draft scientific articles for peer reviewed publications. Create and manage references in a citation management software program (e.g., EndNote)
- **Project Management and/or Program Support:** Build collaborative work products with other team members, and revise and iterate work products to address the policy and pragmatic circumstances facing grant stakeholders. Work closely with colleagues to provide research and technical assistance to local, state and national policy makers and state agency leaders. Provide leadership and serve as a policy resource on multi-disciplinary project teams. Develop and maintain effective relationships with all stakeholders including external project participants, non-profit and state and federal governmental organizations and community groups, for relevant Academic Consortium projects. This will also include working with internal membership partners and volunteers.
- **Oversee Grant Timelines, Deliverables and Reporting:** Partnering closely with the CEO, staff and project consultants to design, plan, manage & oversee the full life cycle of assigned projects. Track and oversee grant deliverables, draft and finalize final reports in collaboration with CEO and staff.
- **Communications and Dissemination:** Present research findings to partners via webinar or in-person meetings and conferences. Represent the Academic Consortium at selected national and state-level conferences, meetings and other events, preparing materials for distribution and making presentations that effectively communicate research and the organization's goals and mission. Prepare, draft, finalize and make oral presentations to new and existing stakeholder/stakeholder audiences. Design and develop presentation panels and plan policy workshops and forums.

Required Qualifications:

- Master's degree in public health, public policy or other relevant field of study, or a combination of education and equivalent experience
- Five years experience in health services research or public program policy analysis
- Two years experience managing complex or high profile programs or projects
- Ability to approach research, written projects, and presentations with a non-partisan perspective
- Experience conducting peer-reviewed and grey literature reviews



- Strong research, analysis, writing, and presentation skills, including the ability to express ideas, thoughts, and concepts clearly and concisely in a non-academic, public-sector setting
- Proficient in MS Office Suite (Word, Excel, PowerPoint, etc.)

Preferred Qualifications:

- Relevant work experience in a Medicaid administration, state government, health policy, or other public sector setting strongly preferred
- Experience and understanding of Medicaid, managed care, service and delivery system innovations, federal and state health policy, and health reform efforts including the ACA
- Experience conducting claims analysis, cost-benefit-analysis, program evaluation, or economic analyses
- Experience designing, implementing, or evaluating alternative payment models in healthcare
- Highly desirable candidates will be proficient in citation management software (e.g. EndNote)

Compensation & Benefits:

Salary Range: \$67,000 - \$80,000 annually, commensurate with experience

Benefits: Benefits: Medical, dental, vision, life & disability. 401k with employer match. Accrued paid time off and holidays. Flexible remote schedule.

Join Us!

The Academic Consortium values a diverse and culturally competent workforce. We are proud of our commitment to being an equal opportunity, affirmative action organization that does not discriminate against applicants on the basis of any protected class status, including disability status and protected veteran status. Individuals with diverse backgrounds and those who promote diversity and a culture of inclusion are encouraged to apply.