

Position Description -- State Health Policy Associate

About Us

The ERISA Industry Committee (ERIC) is a national business trade association representing the largest and most prestigious companies in the country, advocating on health, retirement, paid leave, and other compensation public policies at the federal, state, and local levels. Founded over 40 years ago, ERIC shapes public policy to support the ability of large employers in all industry sectors to offer employee benefits to their workforce and families across the country.

About the Position

ERIC is seeking a State Health Policy Associate to focus on state health policy development and advocacy, reporting to the Senior Vice President for Health Policy. This role is vital to ensuring that ERIC identifies policy issues important to our large employer member companies, that the members receive timely updates on state legislative and regulatory developments, and that ERIC lobbies to shape the policies to support its membership. The State Health Policy Associate plays a key role in developing materials for member companies, making presentations to member companies and other interested stakeholders in person and via webinar, and advocating at the state and local level to advance relevant health care policies. This role is the lead on state health policy issues and the key interface with member companies and state and local stakeholder groups.

The ideal candidate enjoys public policy and has at least two years of experience working in federal, state, or local government, or at a trade association or lobbying firm. Experience working in a team environment and managing multiple assignments are also important. Strong candidates will have excellent research, writing, and presentation skills, and expertise with posting to websites, using database search and legislative tracking services, and creating PowerPoint or similar presentations. Experience building and/or managing coalitions is also beneficial. This position works closely with the Public Policy Associate for Retirement and Compensation Policy.

Major Duties and Responsibilities

- Monitor and track state and local legislation and regulatory proposals, including on biosimilars and prescription drug costs, surprise medical billing, telemedicine, state assessments on health plans, state innovation waivers, and others health policy issues of interest to member companies
- Compile and lead advocacy efforts on the state level, including drafting and distributing materials or electronic submissions to policymakers, engaging with and expanding ERIC's broad network of state allies, and designing and executing state legislative projects
- Draft and review materials including regulatory and legislative comment letters, position papers, talking points, policy summaries, and communications to member companies

- Research and analyze legislation and issues relating to state legislation and regulations impacting companies offering health and wellness benefits and programs to their workforce
- Compile and help draft policy documents, alerts, and member updates
- Prepare and deliver PowerPoint and other presentations, including on webinars, at conferences, etc.
- Monitor hearings, policy briefings, and coalition meetings
- Assist in the management of interns and outside law firms, researchers, and service providers

Qualifications

- A Bachelor's degree is required
- At least two years of relevant professional experience, and knowledge of politics and legislative processes required
- Legislative experience and some knowledge of health or tax policy helpful
- Must have great attention to detail and excellent communication, writing, and presentation skills
- Ability to successfully manage multiple strategies and projects, meeting deadlines, and executing at the highest level

Overall, the State Health Policy Associate should be a consummate professional who contributes at the strategic and tactical levels, represents the association in a professional manner, takes an energetic approach to contributing to the success of our organization and its mission, and embraces collaboration and teamwork.

The position is based in downtown Washington, DC, with limited domestic travel. During the public health emergency, the position is largely remote. Salary is commensurate with experience.

Please send resume, references, and a cover letter outlining both why you are qualified for this job and what you believe you could contribute to ERIC, to employment@eric.org.