



Position Title: Program Assistant

Position Information: Full-Time

Travel: Bi-monthly in-person, two-day team meetings.

Salary Range: \$55,00 to \$65,000

Most qualified candidates should expect to start in the low to middle section of the salary range to allow for learning, growth, and promotion within the role.

Location: Washington, D.C. (telework)

The position is based in Washington, D.C. The Institute for Medicaid Innovation (IMI) operates in a telework arrangement with staff working in the eastern time zone during normal work hours. It is required that staff come into the IMI office for six (6) two-day in-person team days per year (every other month) plus applicable department and grant funded project travel. Staff may choose to work from home or the office during non-required days, creating an optional hybrid arrangement.

Reports To: Deputy Director

About the Institute for Medicaid Innovation

Join an organization that is passionate about improving the lives of Medicaid enrollees, their families, and communities through the development, implementation, and diffusion of innovative solutions. The Institute for Medicaid Innovation (IMI) is a national 501(c)3 nonprofit, nonpartisan research, policy, and community power building organization that provides independent information and analysis to inform Medicaid policy and improve the health of the nation. The work of IMI is informed, guided, and supported by an exceptional group of national experts representing academic and non-academic research institutions, advocacy and community organizations, clinician groups, Medicaid managed care organizations, state, and federal policymakers, and, most importantly, individuals, families, and communities. Our five-year [strategic priorities](#) provide both guardrails and a launch pad for IMI's work.

IMI acknowledges that it is not feasible for us to live up to our mission without acknowledging the need for creating an equitable and inclusive work environment. For more information about IMI, please visit our [website](#).

About the Role

The program assistant supports projects and initiatives across the organization, working closely with the organization's senior leadership and the programmatic staff on IMI's research, policy, programs, education, development, and communications portfolios. The program assistant plays a key role in helping IMI to expand its reach and help support ongoing efforts. Candidates who take initiative, are detail-oriented, and flexible are desired to shape this position.

The successful candidate will work on the following topics:

- High-value, evidence-based, whole-person perinatal models of care (e.g. midwifery, doulas, perinatal community health workers)



- Youth behavioral health
- Special events and meetings (e.g. 10th Anniversary celebration, programmatic summits and convenings, spring retreat, webinar events)
- Strategic communications with volunteers, supporters, program participants, current and prospective partners, and project advisors
- Grants and project management

Duties and Responsibilities:

The primary role of the program assistant includes the organization, implementation, and coordination of senior leadership and Board priorities. The primary duties and responsibilities include, but are not limited to:

- a) coordinate and track external requests (i.e. obtaining information from team members, drafting slides and materials, attending prep calls)
- b) coordinate and track internal documents and information to support the development of grant proposals, grant reports, and external communications materials;
- c) support the coordination and implementation of programmatic activities, including technical support with in-person and virtual event logistics, updating learning management systems, maintaining project and committee rosters, assisting with meeting scheduling and meeting notes, and other duties as assigned by project leads;
- d) develop outlines, draft text, and summarize project results for reports, policy issue briefs, manuscripts, and presentations;
- e) draft, edit, and coordinate internal and external review of final deliverables including reports, fact sheets, curriculum, tools, and others as applicable;
- f) work with the communications team to update the website, develop social media outreach efforts, and newsletter publications related to assigned projects; and
- g) process pay orders and expense reimbursements for grant-funded projects and ensure timely execution and maintenance of grant contracts.

Qualifications

- Master's degree with at least three years of experience as project coordinator and/or research assistant.
- Prior experience effectively engaging different levels of professionals, volunteer leaders, and external organizational partners.
- Prior work in maternal health and health equity in a nonprofit organization preferred.

Technical Skills/ Expertise:

- High proficiency with complete Microsoft Office suite (e.g., Word, Excel, Outlook, and PowerPoint).
- Comfortable learning new computer software and web skills including survey and learning management system software, such as Qualtrics and Moodle.
- Ability to maintain daily workflow while working on multiple tasks.



- Comfort with health policy, community engagement, and research language and concepts.
- Professional writing and editing skills.
- Acute attention to detail and strong work ethic.
- Flexibility and ability to consistently meet deadlines.

About You:

- Commitment to and passion for improving access to high quality, patient-centered, evidence-based care for Medicaid enrollees to reduce preventable difference in access, quality, and outcomes of health care.
- Ability to problem solve independently, and ask questions of supervisor appropriately.
- Flexibility in managing multiple and competing demands simultaneously.
- Strong organization skills and attention to detail.
- Ability to work in a fast-paced nonprofit environment.
- Strong presentation, oral and written communication skills.
- Ability to interact in a tactful and courteous manner.
- Ability to effectively work with and support staff that are teleworkers.
- Ability to protect confidentiality and discretion regarding privileged and sensitive information.

Perks of Working at IMI:

- Work-life balance work design (i.e., flexible hybrid work policy with eligible staff working remotely up to five days a week with the ability to come into the office on any of those days).
- Equitable (i.e., everyone starts with regardless of title/position) 15 days paid vacation time with additional vacation days earned for each year of service.
- Equitable (i.e., everyone receives regardless of title/position) 10 paid mental and physical wellbeing days.
- 5 days of bereavement leave for immediate family and 2 days for relatives, pets, and friends.
- Generous 22 paid days of holiday leave that reflects the equitable, diverse, and inclusive culture (i.e., Juneteenth, Yom Kippur, Eid, Diwali) and offers rest (e.g., end-of-year break from December 24th through January 1st).
- Half-day summer Fridays, June-August (52 total hours equivalent to 6.5 days)
- Qualified Small Employer Health Reimbursement Agreement
- Expansive health insurance options through bulk small employer purchasing (i.e., multiple insurance company options).
- Generous employer 5% contribution to 401(k) plan. Life insurance.
- Short- and long-term disability insurance.
- Paid family leave through D.C. program.
- Lactation room at headquarters.
- Locked bike parking at headquarters.
- Paid gym membership at headquarters.
- Ability to live/work in DMV area (i.e., Washington, D.C., Maryland, Virginia, and Delaware) or, with advance permission, in other eligible states within the eastern time zone.
- Travel to D.C. office six times a year (travel allowance provided) for two day in-person team meetings, trainings, and volunteer activities.



- Travel for grant and contract funded projects (travel allowance provided) to work directly with communities.
- Paid training and educational opportunities.
- Company-sponsored team outings and volunteer opportunities.

Conditions of Employment

To be employed by the Institute for Medicaid Innovation, qualified candidates must:

- Be a U.S. citizen.
- Ability to live/work in DMV area (i.e., Washington, D.C., Maryland, Virginia, and Delaware) or, with advance permission, in other eligible states within the eastern time zone.
- Have ability to travel to the D.C. office for scheduled organizational meetings, at least every other month, and as needed for job or project related meetings.
- Have ability to travel to locations throughout the U.S. for job or project related meetings.
- Provide official transcripts for positions with degree requirements.
- Successfully complete all onboarding requirements and documentation (e.g., verification of citizenship).
- Successfully complete 90-day probationary period.

Application Process

Email cover letter, resume, and two recent writing samples to Dr. Jordana Frost at JFrost@MedicaidInnovation.org with subject line "Program Assistant-[Last Name]"

Deadline

Applications are accepted on an ongoing basis.

IMI is an equal opportunity employer. As an anti-racist and gender inclusive organization, all qualified applicants will receive consideration for employment without regard to age, race, ethnicity, sex, gender, religion, political affiliation, marital status, or disability.

IMI encourages those who believe they do not meet all the qualifications to apply.