



Policy Analyst

Missouri Family Health Council, Inc. (MFHC) believes all people deserve quality, affordable healthcare, including accessible reproductive and sexual health services, because everyone should have the opportunity to pursue the future they want, including if, when, and under what circumstances to become pregnant. We believe this is some of the most important work of our lifetime, so we're unwavering in our innovative, compassionate, and strategic energy toward challenging systemic oppression and shifting the dynamics of power toward more equitable opportunity and access. Simply put, we do hard work and we do it well.

If you're as energized about policymaking, analysis, and writing as you are about making a true impact in the field of sexual and reproductive healthcare at its most critical time, we want to hear from you.

POSITION SUMMARY

As a member of the External Affairs team, the Policy Analyst is responsible for research, analysis, and written work product to increase the success of our shared policy agenda, while helping build and promote MFHC's brand and health center network as the state's reproductive and sexual health experts. This position is mainly micro-level focused with input on the macro-level, and is responsible for the execution of projects and work products, grant compliance, and contributing to a more equitable and inclusive organization.

HOW YOU DO YOUR WORK

MFHC is committed to reproductive justice, including and centering antiracism. MFHC works to eliminate biases and inequity by challenging systemic oppression and shifting power dynamics. All team members are expected to meaningfully participate in this work.

Diversity, Equity, Inclusion, and Belonging

- Engage in a personal and professional journey with antiracism and intersectional justice.
- Actively contribute to an equitable and inclusive organization.
- Participate in trainings related to antiracism, health equity, diversity and inclusion across lines of race, ethnicity, age, sexual orientation, gender identity, ability, body size, class, etc.
- Act with kindness, empathy, and compassion; contribute to an environment that promotes authenticity and protects psychological safety.
- Integrate principles of equity and inclusion throughout all of MFHC's work.

Team Member Expectations

- Demonstrate passion for MFHC’s mission and a deep commitment to MFHC’s guiding principles and values, including diversity, equity, and inclusion.
- Communicate directly and clearly both externally and internally; address internal conflict with a focus on resolution, mutual acceptance, and understanding.
- Deliver clear, concise, and compassionate communication; practice active listening.
- Exercise strong judgment, view work through the lens of a team, and adapt to changing circumstances.
- Foster team collaboration, come prepared to meetings, ask questions, give/receive feedback, and look for solutions to problems.

WHAT YOU DO

Specific job duties include, but are not limited to:

Research, Analysis, and Written Work Product

- Perform research and analysis on issues related to, and in furtherance of, [MFHC’s policy priorities](#).
- Compile legislative histories and perform state and national policy landscape scans.
- Conduct legislative and regulatory analysis, both state and federal, including impact analysis.
- Interpret, synthesize, and translate information into written work products for diverse audiences.
- Prepare written materials, including issue briefs, reports, memos, and explainers.
- Monitor and analyze relevant policy developments at the state and federal level.
- Perform rapid-response research for legislative inquiries and to fill gaps in collective knowledge base.

Other External Affairs Support

- In collaboration with other staff, create legislative district-specific analysis and written work product, and identify opportunities to leverage MFHC’s service delivery for effective advocacy.
- In collaboration with the External Affairs team, contribute information used in social media content, newsletters and weekly updates, action alerts, op-eds, letters to the editor, and analysis used in grassroots and grasstops engagement.

Continuous Learning

- Receive, reflect on, act on, and learn from feedback.
- Complete all grant related/required training.

- Stay abreast of shifts in the external environment in sexual and reproductive healthcare, including the political environment, and maintain basic knowledge of best practices related to client-centered, equitable sexual and reproductive healthcare.
- Participate in professional development that enhances knowledge related to MFHC's work, including trainings focused on diversity, equity, inclusion, and belonging.

Additional Duties/Responsibilities

- Attend events, conferences, trainings, and meetings on behalf of MFHC, including tabling/outreach, as needed.
- Participate in advocacy by meeting with legislators when requested, testify if identified as the best messenger for MFHC, respond to action alerts distributed by MFHC, and promote MFHC with passion and appropriate knowledge with partners/stakeholders.
- Other duties as assigned that support MFHC in meeting its mission.

WHO YOU ARE AND KEYS TO SUCCESS (the must-haves)

To be successful in this job, the following are crucial education/experience, skills, and abilities:

Education and Experience: Bachelor's degree in relevant, foundational field, and at least 3 years of experience in policy development, advocacy, or research are required.

Exceptional writing and communication skills: Easily translates complex information and produces well-written and compelling written work products, for a varied audience, with accuracy and attention to detail. Organizes and shares information effectively across all mediums, both internally and externally. Values and reciprocates transparent, inclusive communication within a team.

Critical thinking and analysis: Quickly grasps subtleties of complex issues situated within a changing landscape. Adept at spotting themes and opportunities to leverage knowledge for change. Demonstrated use of quantitative and qualitative, evidence-based analysis to inform strategy in the context of the broader socio-political environment.

Highly organized, dependable, and detail-oriented: Manages a high volume of work with efficiency. Demonstrated ability to juggle competing demands, in a fast-paced environment, without sacrificing quality. Notices and fixes errors others may overlook. Proactive, responsive, and results-driven, even when things are hectic.

Collaboration: Innately balances independence with collaboration. Knows when to ask questions or for additional direction, and manages up and sideways to get the job done. Listens closely to understand needs and take steps based on that input. Possesses emotional intelligence, strong sense of ownership and resilience, and seeks and engages well with feedback.

The following are plusses, but are not requirements:

- Master's degree in public policy-related discipline or Juris Doctor degree.
- Familiarity with Missouri legislative and regulatory processes.
- Experience in sexual and reproductive health, rights, and justice.
- Experience applying equity and justice principles and values throughout work.
- Experience working in the context of grant funding.
- Proficient with Microsoft Office Suite, Google Drive and related software.

WHAT ELSE YOU SHOULD KNOW

Position Title:	Policy Analyst
Department/Team:	External Affairs
Reports to Position:	Director of Policy and External Affairs
*FLSA Classification:	Exempt
Salary Range:	\$65,000 - \$75,000

**FLSA - Fair Labor Standards Act: Exempt or Non-Exempt*

Work Environment

- MFHC is a fast-paced organization that operates in a challenging external environment.
- MFHC values equity, autonomy, compassion, collaboration, inspiration, and diversity.
- Prolonged periods of sitting at a desk and working on a computer.

Travel Required

- Possess a valid driver's license to operate a rental vehicle or personal vehicle.
- Periodic travel is required in-state for outreach, trainings, stakeholder meetings, visits with policymakers, etc. - approximately 3-4 trips per quarter, with potential for 1-2 out of state trainings per year. All travel may require overnight.

Location and Schedule

- May perform work from the Jefferson City office, or remotely within the state of Missouri or in cities contiguous to Missouri. If working remotely, an in-home, dedicated work space, is suggested.
- General office hours are 8:00 am – 5:00 pm, Monday – Friday, with **flexibility** to manage schedule as needed. The Missouri legislative session, which begins in January and ends in May, may require evening, weekend, or extended hours.

Benefits

- Unlimited PTO (includes sick time and paid parental, family, and medical leave).
- 100% paid employee coverage for health, vision, dental, life, and long-term disability insurance; 50% - 100% paid dependent coverage for health insurance based on plan.

- 10 paid holidays, employee's birthday, and paid office closure the last two weeks of the year.
- Retirement plan with up to 3% employer match.

Work Authorization

The person assuming this position is required to verify eligibility to legally work in the United States.

EEO Statement

MFHC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type on the basis of sex, color, race, religion, national origin, age, physical or mental disability, sexual orientation, citizenship, veteran's status, political affiliation, marital status, gender identity, number of pregnancies, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, leaves of absence, compensation and training.

HOW YOU CAN APPLY TO JOIN MFHC

To apply, please **complete the [online application](#) by 5:00 PM, Friday, August 25, 2023.**

MFHC will only consider candidates who complete the online application, which includes submission of a resume and cover letter that addresses the following questions or points:

- How does reproductive justice or health equity align with your values?
- How can we better utilize research and analysis for policy change?
- What is your process for researching, writing, and editing your own work?

Compensation is commensurate with experience, skills and abilities. All resumes will be treated as confidential. No phone calls please.

About MFHC

We are a private nonprofit organization that champions access for every individual to culturally sensitive, quality, sexual and reproductive health education and services. Our mission is achieved in two primary ways: through advocacy to break down systemic policy barriers which decrease health equity and impede access to services; and improving quality services through programming. MFHC is resolute in supporting a diverse, multicultural, and inclusive staff. We seek talented individuals who are committed to this work and our [guiding principles and values](#). For more information on MFHC, please visit www.MFHC.org.