



Job Title: Associate Health Policy Analyst
Reports To: Senior Health Policy Analyst

Date: July 17, 2025
FLSA Status: Exempt

SUMMARY:

The New Jersey Association of Mental Health and Addiction Agencies, Inc. (NJAMHAA) is seeking an Associate Health Policy Analyst who will report directly to the Senior Health Policy Analyst. This is a full-time position scheduled for 40 hours per week. Work is hybrid, notably for conferences, other events, testimony/lobbying, as assigned.

The Associate Health Policy Analyst will assist the Senior Health Policy Analyst in: research; budget and legislative analysis; drafting annual reports, policy positions, testimony, grants, surveys, NJAMHAA Newswire articles and other communications; tracking state and federal legislation; carrying out state and federal advocacy; database maintenance; updating advocacy pages on NJAMHAA website; and will serve as staff liaison to assigned NJAMHAA practice groups.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in the development of advocacy platforms, policy positions and testimony by working with the Senior Health Policy Analyst and President and Chief Executive Officer (CEO), and through in-depth technical analysis of legislation, regulations and policies.
- Assist in performing substantive analyses of the state and federal budgets and preparing summaries of same.
- Analyze the impact of legislation and regulations on NJAMHAA members; prepare summaries, position papers, testimony, correspondence, and advocacy materials, as needed.
- Research and track selected national and state legislation and policies; keep membership apprised of status of key legislation; prepare and distribute alerts and correspondence; and attend and testify at hearings, as assigned.
- Annually request and schedule meetings with key state and federal legislators and policymakers to discuss budget and legislative priorities.
- Attend meetings with state and federal legislators, Administration, Department and Division staff and perform assigned follow-up tasks.
- Attend Mental Health Coalition, NJBIA Health Affairs Committee and Government Affairs Committee, Mental Health Emergency Services Association (MHESA), Medical Assistance Advisory Committee (MAAC) and Behavioral Health Integration Advisory Hub meetings and others, as assigned.
- Maintain the Take Action, Advocacy Resources, Current Advocacy Issues and Partners in Advocacy webpages.

- Make editorial contributions to NJAMHAA Newswire.
- Serve as staff liaison to Practice Groups, Committees, Subcommittees, and Councils, as assigned. Liaison responsibilities include preparing agenda; distributing notice of meetings; arranging for guest speakers; taking minutes; and conducting meeting follow-up work.
- Develop and administer surveys on member issues and summarize results.
- Assist in researching grant opportunities for NJAMHAA; draft grant applications; and serve on grant project team, as assigned.
- Assist in securing keynote and plenary speakers for NJAMHAA conferences and special events.
- Submit weekly activity reports to the President and CEO.
- Other responsibilities as assigned by the Senior Health Policy Analyst or President and CEO.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in public policy, political science, social sciences or a related field or comparable public policy experience. A Master's degree is preferred.
- Minimum of four (4) years of experience in analyzing, researching, and developing public policy.
- Experience in analyzing and reporting on state and federal budgets.
- Knowledge of New Jersey and federal Medicaid, addictions and mental health policies for adults and children, and state and federal budget and budget processes.
- Experience in grant writing preferred.

SKILLS:

- Excellent written, verbal communication and editorial skills. Ability to write and organize clear and precise reports, op-eds and articles appropriate for various target audiences including translating complex concepts into easily understandable materials.
- Strong computer skills, including full knowledge of MS Word, Excel, Powerpoint and Outlook; ability to readily learn new software and maintain a database.
- Excellent analytical skills.
- Strong interpersonal skills; ability to work as a team member and independently.
- A record of reliability and excellent attendance.
- Should be enthusiastic, flexible, customer service oriented, able to both take initiative and direction, detailed oriented, very organized and able to work under tight time constraints.

BENEFITS:

- 401(k) matching (eligible after one year if worked 1,000 hours)
- Dental insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off (Holidays and vacation, personal, and sick time based on number of hours worked)

Salary will depend on experience and appropriate fit for the position, but ranges from \$65,000 - \$70,000 per year.

To apply, please send a cover letter and resume to:

Steve Hirsch

Vice President- IT, HR & Administrative Services

shirsch@njamhaa.org