

# Health Policy Coordinator

## Position Description

The Governor's Office of Early Childhood Development (GOECD) leads the State's initiative to create an integrated system of quality early learning and development programs to support Illinois' vision:

**We envision Illinois as a place where every young child – regardless of race, ethnicity, income, language, geography, ability, immigration status, or other circumstance – receives the strongest possible start to life so they grow up safe, healthy, happy, ready to succeed, and eager to learn.**

The Health Policy Coordinator manages early childhood health policy and programming.

Reports to: GOECD Executive Director

### Essential Duties and Responsibilities

- Serve as the lead on early childhood federal and state health policies that include maternal, infant, and child health and well-being, Children's Health Insurance Program (CHIP) coverage, Medicaid, nutrition and prevention, among other focus areas

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The Office of the Governor (GO) is an equal opportunity employer committed to a diverse workforce. In compliance with the Americans with Disabilities Act and the Illinois Human Rights Act, the GO must ensure that the employment process is accessible to persons with disabilities. Specifically, these laws require that the State provide reasonable accommodations upon request by individuals participating in all steps of the employment process. This includes the State of Illinois interview process.

- Determine work strategies, deliverables, and resource requirements for child health-related areas within the State’s Preschool Development Grant Birth through Five (PDG B-5) Renewal grant and other key initiatives
- Help formulate a health policy agenda and develop strategies in consultation with key stakeholders
- Increase engagement and coordination of State agencies and other key stakeholders on early childhood health issues through varied communication strategies
- Manage policy and legislative work and data analysis related to the above responsibilities
- Research or direct the research of national promising practices and legislative efforts relevant to early childhood health-related areas
- Share news and resources with the State’s early childhood system and other networks to support ongoing efforts
- Inform and support efforts to create professional development opportunities to strengthen the knowledge and understanding of early childhood health issues
- Support the GOECD Executive Director by responding to inquiries regarding early childhood health policy issues
- Other duties as required and assigned by the GOECD Executive Director

### **Qualifications and Requirements**

- Master’s degree from an accredited college in public policy, early childhood development, early childhood education, social work, social science, or related field
- A minimum of five years of experience working in early childhood related policy, early childhood programs, government, or a related field
- Knowledge of children’s health issues is required
- Significant experience analyzing national and state governmental health care policy and data
- Excellent written and verbal communication skills, as well as presentation skills, including the ability to prepare “talking points” and concise briefing memos

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- Significant experience with project management, data-driven decision making, and strategy development
- Demonstrated experience working with diverse populations and stakeholders and engaging diverse perspectives

### **Competencies**

- Commitment to GOECD's vision and mission
- Work to operationalize an equity framework with the goal of eliminating racial inequities throughout the early childhood system; will cultivate equitable practices across all aspects of job function
- Knowledge and understanding of the early childhood system in Illinois and nationally
- Knowledge of early childhood health issues
- Strong project, time, and people management skills, including interpersonal communication required for generating cross-agency and cross-sector outcomes
- Strong critical thinking and organizational skills to make connections across entities and sectors working on similar early childhood health issues
- Strong data analysis skills to provide feedback on reports and presentations
- Experience working in a fast-paced environment (including remotely) with rapidly shifting priorities

This is a contractual position without benefits. The position is grant-funded and time-limited, with the possibility to extend.

Send Cover Letter and Resume to: Governor's Office of Early Childhood Development c/o [GOV.OECD@Illinois.gov](mailto:GOV.OECD@Illinois.gov)

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