



ALL ALASKA
PEDIATRIC
PARTNERSHIP

All Alaska Pediatric Partnership Data and Policy Lead

Principal Responsibilities: The Data and Policy Lead (DPL) will oversee All Alaska Pediatric Partnership's Data & Policy programmatic work areas. The DPL will work with A2P2 leadership and program leads to develop and elevate A2P2's policy priorities through advocacy efforts at the state and federal level. This will include administering data collection and analysis, report writing for projects, programs and other agency-wide initiatives as well as support conveying A2P2's mission, vision and programmatic work to stakeholders and policy makers through the strategic use of data.

POSITION DETAILS

Reports to: Director of Programs

Supports: Executive Director, Director of Programs, Director of Administration & Finance, Help Me Grow Alaska (HMG-AK) Program Manager and Partnerships Lead

Supervises: Data & Policy Coordinator

Location: Anchorage office (Hybrid)

FLSA Classification: Exempt; Salary, Full-Time

Compensation: \$80,000 – \$85,000

Benefits: Competitive benefits program includes: Medical, Dental, Vision, HSA, Life and AD&D Insurance, generous PTO plan and 11 paid holidays, 403(b) retirement plan and employee assistance program.

Closing Date: Open until filled. First review of applications on January 21, 2025.

RESPONSIBILITIES

Data Focused Responsibilities:

1. Oversee A2P2's data functions across all program areas to communicate the impact of A2P2's programs and to support advocacy activities.
2. Identify and develop appropriate data visualization tools and support organizational outreach activities by integrating data into A2P2's communications and storytelling.
3. Oversee the creation of reports, scans and white papers on topics important to pediatric health in Alaska through collaboration with A2P2 staff and hired contractors to increase understanding of key issues, advocate for change and further the organization's mission through data and education.
4. Oversee external evaluators and work with them to formulate evaluation questions, gather data sets, interpret results and develop/revise data collection processes to support the implementation of recommendations.
5. Oversee external vendors through collaboration with A2P2 staff to optimize database systems for use by A2P2, including planned and emergent changes to the database along with corresponding documentation and ongoing CQI projects and high-quality data maintenance.
6. Collaborate with A2P2 program leads to ensure data collected represents outcome-level information and the impact and meaning of the organization's work can be expressed through appropriate analysis.
7. Create and distribute accessible data reports, dashboards and other data requests in the format, and at the level and detail required by internal and external stakeholders.

8. Use software applications, such as Microsoft Word, Excel spreadsheets, relational databases, and graphic packages to assemble, manipulate and/or format data and reports, including data visualization and interpretation.

Policy Focused Responsibilities:

1. Collaborate with A2P2 leadership team in the formation and evolution of A2P2's policy priorities.
2. Collaborate with A2P2 leadership and staff on all advocacy efforts and stakeholder outreach including relationship building and communication with policy makers and their staff.
3. Work with Partnerships Lead to form and provide oversight for A2P2's Advocacy Coalition.
4. Supervise the Data & Policy Coordinator and support them to:
 - a. Be responsible for coordinating A2P2's Advocacy Coalition and related activities.
 - b. Track and monitor local, state, and federal legislation and draft public comment, testimony and other forms of feedback meant to influence policy at all levels. This can include written or oral statements to be given by A2P2 staff, joint statements with partners, and facilitating the participation of large stakeholder groups to provide input on priority topics.
 - c. Research, track, and provide recommendations about bills during legislative session, including efforts related to A2P2's policy priorities or programmatic work and other proposals that would impact A2P2's strategic priorities or partners.
 - d. Develop briefing materials and reports (oral and written) including legislative reports, one-page handouts, and talking points.
 - e. Plan and participate in A2P2 legislative activities, travel and support other A2P2 events as needed to enhance audience education on key issues and A2P2 advocacy efforts.
5. Attend hearings, workgroups, taskforces and other meetings as needed.

ORGANIZATIONAL STANDARDS

1. We are guided by our mission: Transform systems of care and increase equitable access to health care and related services to ensure all Alaska's children reach their full potential.
2. Our mission can be fulfilled only through successful partnership with communities and service providers statewide. We are individually responsible for supporting these collaborative and cooperative relationships.
3. We value systems and procedures and understand the importance of utilizing current procedures consistently so they may be accurately evaluated and continually improved.
4. We are continually improving, seeking innovative ways to achieve our purpose while understanding that the best evolution of systems and processes is iterative and based on data and experience.
5. We are data driven; capturing information, tracking activities, reporting and analyzing data are regular recurring activities.
6. We are Alaska focused – fulfilling our purpose is a statewide effort with a sense of community “close to home.”
7. All client materials and information will be held as *strictly confidential* and will be appropriately secured.
8. Employees are encouraged to recommend ideas for the vision of the organization, innovations and improvements within their department and position that are consistent with our core purpose.

EDUCATION AND EXPERIENCE:

- Masters or bachelor's degree in public health, Data Analytics, Education, Public Policy, Social Work, Public Administration, Health Care Administration, Business, Social Sciences, Communications, or other relevant fields.

- A minimum of five years' experience in public health, data analysis or coordination, public policy, communications, and/or program coordination, preferably in a health, social services or policy related field.
- Proficient in Microsoft Office applications (including Excel), CRM systems and data visualization with the demonstrated ability to learn new software applications.

PREFERRED BUT NOT REQUIRED:

We recognize an ideal candidate may not possess all the experience and knowledge listed in this description. The following are areas in which experience is preferred but not required:

- Experience working with diverse communities and demonstrated competency working towards equity and inclusion.
- Experience and working knowledge of Salesforce or similar CRMs.
- Understanding of pediatric health and protective factors.
- Understanding of Alaska's landscape of services for children and their families.

SKILLS, KNOWLEDGE AND ABILITIES

- Strong motivation and initiation skills and ability to work both independently and as part of a team.
- Excellent communication and interpersonal skills, both written and verbal, and the ability to effectively present information and respond to questions from all levels and sources.
- Ability to work with diverse groups of individuals across sectors to effectively share the organization's messaging.
- Strong organizational skills.
- Analytical and problem-solving abilities, including working with large and complex data sets.
- Demonstrated personal and interpersonal qualities that support the mission and core values of the organization.
- Ability to use computer programs and data systems to accomplish tasks, manage schedules, and organize multiple and complex program components.

NOTES

Travel: Travel in and out of state may be required. Some travel to rural locations may occur in small aircraft.

Nature of Employment: Any description of work is a picture of the major responsibilities of a position at a given point in time. Jobs are dynamic and assignments/priorities may change. The primary purpose of this description is to outline and communicate key tasks and expectations for the position. This description does not imply or create a contractual relationship. All Alaska Pediatric Partnership is an at-will employer.

Equal Opportunity: The All Alaska Pediatric Partnership is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, disability, sex, marital status, changes in marital status, pregnancy or parenthood.

HOW TO APPLY

Qualified applicants may send both a cover letter and resume to employment@a2p2.org. The position is open until filled; first review of applications will take place on January 21, 2025. Applications submitted without a cover letter will not be considered.