

Senior Attorney for Los Angeles Office

The National Health Law Program protects and advances the health rights of low income and underserved individuals. The oldest non-profit of its kind, NHeLP advocates, educates and litigates at the federal and state levels. We are seeking a full-time senior staff attorney for the Los Angeles office. The position will involve a broad range of advocacy on Medicaid, Exchange coverage, and other low-income health care programs, health reform implementation, and civil and disability rights. The ideal candidate will have knowledge of health laws and experience as a health advocate; strong communication, research and writing skills; and the ability to work individually and in teams or coalitions. While the work will be national in scope, there will be heavy emphasis on health advocacy at the California state level.

SPECIFICALLY, the staff attorney will perform the following functions:

1. Work with NHeLP attorneys and other health advocates to develop and advocate for innovative legal theories, strategies and policy solutions at the national, state and local levels.
2. Conduct legislative and administrative advocacy at the state and national levels, including tracking and commenting on legislation, regulations or policies; advocating with policy makers and state agencies; drafting policy papers and issue briefs, and conducting research, in collaboration with legal services, disability rights, and other health advocates.
3. Respond to inquiries and requests for technical assistance from policy makers, legal services, disability rights, and health advocates, including performing legal research and preparing memoranda.
4. Develop analyses and publications concerning legal and policy developments, legislation, regulations, and advocacy strategies. Develop and conduct trainings, presentations, outreach and education on Medicaid, federal and state health reform (including Exchange coverage), and other substantive issues impacting low-income and underserved people.

Additional Qualifications:

- J.D. degree from an accredited law school
- Admission to a state bar
- 10 years' (at least 5 in health care) legal experience (preferred)
- Knowledge of public health insurance, especially Medicaid, Medicare, and/or California's Medi-Cal, Healthy Families Program, or other health programs for low-income individuals
- Ability to work independently and as part of a team with staff, lawyers, health law practitioners, and others
- Commitment to representation of low-income and other vulnerable populations
- Litigation experience (desirable)
- Strong interpersonal and communication (oral and written) skills
- Some travel required

Commitment: Full-time, starting immediately.

Salary: Commensurate with experience; generous benefits.

About NHeLP:

The National Health Law Program was established in 1969 as a national resource center on publicly funded health insurance programs and civil rights laws. With offices on both coasts, we manage a broad array of national, state, and local projects ranging from complex analyses of federal and state laws, class action litigation, and individualized technical support. We provide legal expertise to non-profit law offices and health organizations, as well as frame new legal theories and work with policy makers to implement programs grounded in the experience and needs of underserved people. NHeLP works on a day-to-day basis with other national and state advocacy and community-based organizations on strategy, analysis, litigation, and joint activities to address health access problems that imperil the ability of Americans, particularly low-income and underserved populations, to get the care they need.

NHeLP is committed to a diverse staff. Women, people of color, people with disabilities, and LGBT persons are encouraged to apply.

To Apply: Email cover letter, resume and writing sample to: nhelp@healthlaw.org

Or mail to:

Romon Thomas-Brown
National Health Law Program
3701 Wilshire Boulevard, Suite 750
Los Angeles, CA 90010

Database and Donor Relations Coordinator (Washington, DC)

Reporting to the Chief Operating Officer, the Database and Donor Relations Coordinator provides direct support to the Executive Director and Finance and Development Team in their prospecting, cultivation, solicitation, and stewardship activities. The Coordinator is primarily responsible for the overall management and integrity of the prospect and donor database system for the National Health Law Program. Working with the development team, he or she will assist in the development and maintenance of donor relationships, manage donor information in a Salesforce database, and create and implement donor communications strategies for the organization.

The candidate will interact with program attorneys, policy analysts, and support staff, the Board of Directors, and the donors, including foundation, corporate, law firm, and individual donors. This position is located in the Washington, DC office.

Core Responsibilities

- Prepare both formal and informal personalized correspondence for NHeLP
- Responsible for the prospect management system, including all identification and tracking of donors, in Salesforce database;
 - Ensure the accuracy of all additions, changes and deletions and supervises daily data input, edits, and postings of all daily contributions, including reconciliation with finance;
 - Coordinate the selection of data in preparation of mailings, ensuring accuracy of data and letter, envelopes, mailing labels, and other data required in special formats;
- Conduct prospect research and prepare formal donor communications;
- Provide training and support for all staff with access to the database and ensure the integrity of data through ongoing updating and clean up;
 - Provide all necessary analytical reports;
 - Support projects including fundraising events and donor-led campaigns; and
 - Maintain data entry instructions, manuals, and policies.

Emerging Skills

- Participate in strategy development to guide the organization's fundraising; and
- Translate complicated project details into engaging messages, updates, etc., for donor communication.

Qualifications

- At least two to three years experience managing, coordinating or supporting fundraising development programs and activities;
- Proven project management experience;
- Proven ability to maintain and foster relationships with clients/donors;
- Ability to work in a multi-level, changing environment;
- Organized with strong attention to detail;
- Excellent written and verbal skills;
- Proficient in database applications (Salesforce preferred) and database management;
- Experience with reconciliation and coding, including invoicing;
- Ability to plan stewardship strategies and activities, with recognition for appropriate contact points to connect to donors;
- Advanced computer, typing, and calculation skills;
- Excellent interpersonal skills with the ability to work well with others;
- Must be self-directed and motivated, able to manage multiple and complex assignments and meet deadlines and production schedules both independently and as part of a team;
- Good sense of humor; and
- BA/BS, or equivalent experience, plus 3-5 years in development/finance.

Optional, but beneficial

Photography experience.

How to Apply

Please email your cover letter, and resume to Gabriella Rodriguez, rodriguez@healthlaw.org

Internship Opportunities (All Offices)

NHeLP is seeking law students, masters in public health students, and other graduate students with relevant expertise to intern during the summer, fall, and spring semesters. Interns work closely with NHeLP staff attorneys who are among the most experienced, knowledgeable, and respected health law advocates in the nation.

With offices in D.C., Chapel Hill, and Los Angeles, NHeLP manages a broad array of national, state, and local projects, including complex analyses of federal and state laws, class action litigation, and individualized technical support. We provide legal expertise to non-profit law offices and health organizations. We also frame new legal theories, and work with policy makers to implement programs grounded in the experience and needs of underserved communities. NHeLP works on a day-to-day basis with other national and state advocacy and community-based organizations on strategy, analysis, and litigation.

Intern Responsibilities

All interns will develop an understanding of the issues facing low-income and underserved communities and gain exposure to the variety of advocacy methods that may be used to resolve them. Under the mentorship and supervision of NHeLP staff, interns will:

- Contribute to analysis and development of health care policy, particularly with regard to Medicaid and the Affordable Care Act;
- Research novel areas of health law and write legal and policy memoranda;
- Assist in responding to requests for legal and policy analysis from advocates around the country; and
- Gain exposure to high impact litigation and/or policy analysis.

Specific examples of past internship assignments include:

- Drafting comments on federal regulations implementing the Affordable Care Act;
- Monitoring and analyzing state and federal legislation;
- Attending briefings and meetings with local, state and federal policy-makers;
- Participating in state and national coalition strategy meetings;
- Assisting with the production of substantive manuals, guides, and issue briefs for use by legal advocates;
- Assisting with production of articles, presentations and other materials for broader audiences, including policy makers and public health officials; and

- Assisting with research and drafting of litigation materials for use in state and federal court proceedings.

Summer internship positions are typically full-time and a minimum of 10 weeks. Fall and spring positions require a minimum commitment of 10-15 hours a week. NHeLP is unable to provide compensation for law students at this time. A small stipend may be available for graduate public health students. Students are encouraged to seek outside funding, secure a clinical placement through their school, or be willing to volunteer their time.

Qualifications

NHeLP seeks interns who have exemplary research, writing, and interpersonal skills. Demonstrated commitment to expanding and protecting health care access for low-income and underserved populations, public interest, public health and/or poverty law is preferred.

NHeLP is committed to diversity. Women, people of color, people with disabilities, and LGBTQ persons are encouraged to apply.

How to Apply

Interested applicants should e-mail a cover letter, resume, and writing sample to Romon Thomas-Brown at nhelp@healthlaw.org, and indicate in their cover letter the office(s) with which they seek a position.

Applications will be reviewed on a rolling basis. Applicants are encouraged to submit application materials by February 1 for a summer internship, August 1 for a fall internship, and November 1 for a spring internship.

