



Policy Intern – Part Time Job Description

About the Organization

The NIHCM Foundation is a nonprofit, nonpartisan health policy organization dedicated to improving health care through evidence and collaboration. The Foundation supports high-impact policy research and journalism, translates complex research and health information for broader audiences, and convenes leaders from across the US health care system to catalyze innovative ideas and advance meaningful change.

Position Summary

The Policy Intern plays a key role in advancing NIHCM's mission by supporting policy communications programs and actively contributing to NIHCM's webinar and infographic programs. They will gain hands-on experience in health policy research, webinar development, and policy communications. This paid, part-time internship will report to NIHCM's Senior Associate, Research and Policy, and collaborate in a dynamic, small-team environment.

By the end of this internship, the Policy Intern will have led the development of at least one health-focused webinar and an accompanying infographic, and gained experience translating complex health care and policy topics into accessible, engaging content for broad audiences.

Key Responsibilities

Webinar Development & Support

- Lead the development and execution of at least one health-focused webinar.
- Contribute to the planning and development of NIHCM's webinar pipeline.
- Conduct background research on timely health policy topics—with a focus on costs, access, and quality—and identify and research potential speakers.

Infographic Research, Development, & Design

- Create a health-focused infographic, including conducting background research and developing the infographic narrative.
- Learn and utilize infographic development software.

Additional Support

- As appropriate, support other NIHCM programs.
- Attend relevant webinars/events, and provide the NIHCM team with key takeaways.

Qualifications

- Actively pursuing a Bachelor's or Master's degree in relevant fields, including health care policy or public health.
- Proficiency in Microsoft Office and Google Workspace.
- Exceptional written and verbal communication skills.
- Strong organizational and time management skills, with the ability to manage multiple projects simultaneously.
- Ability to work independently and collaboratively in a small, remote team environment.
- Interest in health care, health policy, or public health.
- Experience planning webinars, building data visualizations, or curating health care content is a plus.

**Salary**

This is a paid internship at \$15/hour for 20 hours per week over a 10 - 12 week period. The internship will run from early June through mid-August.

Location

This is a remote position. The NIHCM team works 9 am - 5 pm ET on a day-to-day basis.

To Apply

Please submit a resume, cover letter, writing sample, and a data visualization sample (if available) to **Mikayla Thompson at mthompson@nihcm.org** with the subject line Policy Intern – [Applicant Last Name]. Applications will be reviewed on a rolling basis until the position is filled.