



## **Job Description**

### **Policy and Program Research Associate**

The Massachusetts Association for Mental Health (MAMH) convenes stakeholders across the behavioral health and public health communities to address policy, program, regulatory, budgetary, and legislative issues affecting those at risk for or living with behavioral health conditions. MAMH disseminates knowledge emerging from clinical research, program evaluations, and innovative developments to inform and activate diverse audiences in the Commonwealth and beyond. MAMH advocates for reforms in public policy and service delivery to improve access to care and end disparities in access to benefits, treatment options, and recovery supports to protect and improve mental health and well-being.

#### **Principal Duties and Responsibilities**

The principal responsibility of the Policy and Program Research Associate will be to support MAMH's Co-Directors for Public Policy and Government Relations with a broad range of research, analysis, advocacy, and administrative duties related to MAMH's legislative agenda. The position will report to one of the Co-Directors.

MAMH has a small team, and the Policy and Program Research Associate will be expected to work on and support a range of tasks and activities to support the MAMH mission. These may include:

- Keep abreast of trends and developments in mental health, behavioral health, and related fields of specialization.
- Conduct research and analysis to support development of presentations, reports, issue briefs, fact sheets, legislative and budget summaries, and related documents.
- Prepare draft reports, testimony, and other documents.
- Participate in external meetings to further MAMH's mission, cultivate relationships, and work in partnership with a diverse range of stakeholders.
- Conduct, with support of senior staff, key informant interviews to solicit or collect information related to on-going or proposed projects.
- Engage in planning, preparation, implementation, and follow-up related to MAMH events and training sessions.
- Draft reports and sections of proposal narrative for foundations and other funders.
- Schedule meetings, provide logistical support for in-person and online meetings, and provide administrative support for project coordination.
- Help to organize, maintain, and update MAMH website content. Support development of social media content.

## Job Qualifications

### *Knowledge, Experience, and Capabilities*

The Policy and Program Research Associate will have:

- Demonstrated interest and commitment to public health and/or disability issues. Experience working with people in need.
- Demonstrated ability to communicate both orally and in writing with individuals and groups at all levels, to juggle multiple tasks, to meet deadlines, and to maintain quality standards in work produced.
- Excellent critical thinking, analytical, and research skills, including comfort conducting online research as well as using library and scholarly resources.
- Demonstrated competency in MS Word, Excel, and PowerPoint. Experience developing infographics a plus.
- Ability to work well both independently with minimal supervision and as part of a collaborative team.
- Flexibility in an evolving policy and political environment. Maturity, sound judgment, and ability to represent MAMH with knowledge and professionalism.
- Some familiarity with webinar technology, web publishing, and social media is preferred.

### *Education and Experience*

The Policy and Program Research Associate will have:

- BA/BS degree in liberal arts, psychology, education, public policy or related field.
- Graduate degree such as JD, MA, MPH, MPP, MSW, MEd, EdD, PhD, or other advanced degree related to psychology, social welfare, education, public policy, or related field is strongly preferred.
- At least 2 years of relevant work, research, or analytical experience is strongly preferred.

## Compensation

Salary commensurate with experience and benefits include professional development, health insurance, and standard leave provisions.

## Applications

Applicants must submit a resume AND a cover letter to MAMH by email to [opportunities@mamh.org](mailto:opportunities@mamh.org). Applications are due on or before to MAMH by Friday, November 19, 2021.

## About the Massachusetts Association for Mental Health (MAMH)

Since 1913, MAMH has worked to improve understanding of mental health conditions and combat disparities in health services access. We envision a day when all individuals and families across the Commonwealth have the resources and opportunities they need to promote resilience and protect overall health. MAMH disseminates knowledge, convenes diverse stakeholders, and advocates for policy change.