

Chapman Consulting works in the dynamic world of federal and state health policy to help clients navigate the complex regulatory landscape and identify opportunities for growth in the health care industry.

Our team provides project management and operational support to help our clients create informed and sustainable partnerships, optimize internal processes, and engage in effective strategic planning. We conduct thorough market research and analysis to distill complex regulatory and policy initiatives, presenting them in clear and digestible formats that keep clients and policymakers informed. Chapman Consulting also provides meeting facilitation and stakeholder engagement that leads to actionable, consensus-based policy solutions and innovative strategies for clients.

Job Summary/Key Responsibilities

- Independently conduct policy research and generate summaries such as draft reports or publications on key issue areas as assigned.
- Work collaboratively with a project team to support meeting facilitation, analyze data, and develop materials.
- Support project management needs including monitoring and tracking of deliverables, milestones, and meetings, utilizing project tracking tools to ensure timelines are met.
- Track and analyze federal, state, and local regulatory and legislative policies on emerging health and health-related topics including Medicaid and Medicare policy and financing.
- Support the consulting firm to maintain relationships with clients, external partners, and key stakeholders.

Required Knowledge, Skills, and Abilities

- Excellent research skills that meet the responsibilities of the position
- High-level, detail-oriented support
- Organized and able to multi-task
- Track and adhere to strict deadlines in a fast-paced environment
- Ability to use Microsoft Office, intermediate to expert in Excel
- Capable of handling confidential information in a discreet manner
- Participate in client calls/meetings as appropriate
- Demonstrated ability to thrive in a remote working environment

Required Qualifications

- Bachelor's degree in Government, Public Health, Political Science, or a related field
- 1 – 3 years' experience in health policy
- California-based; Sacramento area highly preferred

Benefits

- Competitive salary \$60,000 - \$75,000 depending on skills and experience
- Benefits include paid holidays, sick days, and vacation, retirement option, medical, dental, and vision
- Remote work environment with some travel/in-person staff meetings

Chapman Consulting is proud to be an Equal Opportunity Employer, and all qualified applicants will receive consideration for employment without regard to age, race, ethnicity, religion, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We are committed to attracting and retaining a diverse team that represents a variety of backgrounds, experiences, perspectives, and skill sets.