



INTERN – HEALTH POLICY

Part-time Hybrid

About Us

Applied Policy is a health policy and reimbursement consulting firm based in Alexandria, VA, just minutes from Washington, D.C. We offer strategic guidance to healthcare providers, specialty societies, trade associations, and manufacturers of devices, diagnostics, and drugs, as well as other organizations impacted by federal healthcare legislation and programs managed by the Centers for Medicare & Medicaid Services (CMS) and the U.S. Department of Health and Human Services.

Applied Policy assists organizations in improving the lives of people by transforming intent into action. We leverage our expertise in Medicare, Medicaid, and Health Insurance Exchanges to help our clients improve the lives of those they serve—whether they are sick, disabled, or striving to stay healthy.

We are not registered lobbyists and do not engage in lobbying activities with federal or state governments.

This role will support our efforts through research, writing, preparing presentations, and attending and summarizing events.

Duties and responsibilities

- Perform primary and secondary research, both qualitative and quantitative, to support policy guidance for clients.
- Draft PowerPoint presentations and written summaries tailored to the needs of individual clients.
- Assist with editing, proofreading, and formatting for client deliverables.
- Attend webinars, conference calls, and public meetings and prepare professional summaries of these events for client use.

Experience and Qualifications

- Bachelor's degree in health policy, public policy, healthcare management, public health, public administration, health economics, business administration, health sciences, or a relevant discipline.
- A related current or completed graduate degree is beneficial.
- An interest in and curiosity about complex health policy issues demonstrated through coursework or prior work experience.



- Knowledge of the federal legislative and regulatory processes and/or Medicare and Medicaid is beneficial.
- Strong research skills and excellent written and oral communication skills.
- Strong analytic and problem-solving skills.
- Highly organized, attentive to detail, and responsive to feedback.
- Ability to work on multiple projects in parallel.
- Strong proficiency in Microsoft Office Suite.

Position

This internship is part-time and may not exceed 30 hours a week. Allowances may be made if the candidate has school-related responsibilities. Our office is located in Old Town Alexandria, VA, on the waterfront. Applied Policy has a flexible remote working policy. However, we prefer in-person interaction, and candidates are generally expected to be in the office on Mondays and Thursdays.

Compensation and Benefits

This is a paid internship, and compensation will be based on experience.

To apply, please send your resume and cover letter to jvoorhees@appliedpolicy.com. The subject line should include "Health Policy Intern."

The above description is intended to describe the general nature of the job. The position may include other duties as assumed or assigned. This description is not intended to be all-inclusive or limit the duties of the position.

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