National Association of Medicaid Directors Seeks Program Coordinator  
*Posted: June 09, 2021*

**Overview**
The National Association of Medicaid Directors (NAMD) seeks a Program Coordinator to support the Director of Medicaid Programming in delivering state-to-state learning that positions and empowers Medicaid leaders to drive innovation and high performance of Medicaid and CHIP programs. Medicaid Directors, as the leaders of the nation’s largest health insurance program, navigate a wide range of operational and programmatic challenges every day. The Program Coordinator will support NAMD’s efforts to help Medicaid Directors and their teams navigate these complex issues and advance effective solutions in their states and communities.

**About NAMD**
NAMD is a nonpartisan, nonprofit, professional association representing leaders of state Medicaid and CHIP programs across the country. Members from the 56 states and territories drive major innovations in health care while overseeing Medicaid and CHIP, two of the nation’s most vital health care programs serving millions of beneficiaries.

NAMD was established in 2011 and in service to our second decade of operations, the organization is in the finishing stages of developing a 10-year mission and vision, and a 3-year strategic plan, with a July 1, 2021 start date. Programming for Medicaid Directors and their teams has been and will continue to be a core strategy of the strategic plan. The Director of Medicaid Programming will execute the newly minted strategic plan with support from the Program Coordinator.

**Position Description**
The Program Coordinator will be a key member of a small, highly collaborative team and will be responsible for supporting key aspects of NAMD’s programming for association members. The position reports directly to the Director of Medicaid Programming. The Program Coordinator also works closely with the Deputy Executive Director, the Director of Leadership Development, and the Director of Federal Policy to collaboratively provide high quality member services and programming.

**Position Responsibilities**
1. Support NAMD’s portfolio of state-to-state learning programs that position and empower Medicaid leaders to drive innovation and high performance of Medicaid and CHIP programs.
   a. Conduct research and analysis on emerging issues and trends, including attending webinars and briefings and capturing key insights for the NAMD team.
   b. Support the planning and development of in-person workshops, virtual meetings, webinars, and small group calls to support knowledge exchange and sharing of best practices among state Medicaid leaders.
c. Manage affinity groups of Medicaid agency staff with similar roles or responsibilities to support knowledge exchange and relationship building.

d. Develop issue briefs, blogs, and other written resources that capture key state strategies and insights on programmatic challenges and opportunities in Medicaid.

e. Support the communication and dissemination of written resources in this portfolio of work.

f. Support NAMD’s efforts to engage with grant-makers, including developing grant reports and tracking key deliverables.

2. Collaborate with other members of the NAMD team to:

a. Align state-to-state programming with the leadership and federal policy program areas, as appropriate.

b. Collaborate with the full NAMD on the development of content for NAMD’s Spring and Fall Conferences.

c. Support other core association activities, including communications and organizational capacity building efforts, like a website re-design.

3. Participate in NAMD core operational activities including:

a. Engagement with the Medicaid Directors and support of NAMD’s Board of Directors

b. Staff meetings and professional development activities

c. Performance management and evaluation activities

**Candidate Qualifications**

The Program Coordinator position is an excellent opportunity to delve into the multifaceted array of Medicaid issues. NAMD does not assume previous familiarity with all issues, though prior experience working in a Medicaid program or receiving services in a public insurance program is valued. The ideal candidate will have:

- Bachelor’s degree in public health, public administration, political science, or related field and at least three years of work experience in Medicaid policy OR Master’s degree in public health, public policy, or related field and at least one year of work experience in Medicaid policy. State government experience is notable but not necessary for the position.
- Ability to ask critical questions and see connections between a diverse set of policy and operational issues.
- Ability to conduct research and analysis on an array of Medicaid issues, including on issues where little academic research exists.
- Strong organizational skills, including the ability to manage multiple tasks and shift priorities as new or time-sensitive issues emerge.
- Demonstrated ability to translate complex Medicaid issues into succinct materials, such as issue briefs, PowerPoint presentations, or similar resources.
- Strong oral and written communication skills and high attention to detail.
- A customer-service and member-service mindset.
The ideal candidate will also have a deep commitment to the core values of the association:

- **Community.** We are dedicated to creating a strong, connected, and inclusive fellowship of state and territorial Medicaid leaders.
- **Non-partisanship.** We are committed to advancing the work of state Medicaid leaders and the programs they manage without bias toward one political party or ideology.
- **Independence.** Our priorities and work are directed by our members.
- **Partnership.** We commit to working in partnership with federal officials and other leaders to advance the work of the association and state and territorial Medicaid leaders.
- **Excellence.** We strive for continuous improvement in our service to members, our operations and within the Medicaid and CHIP programs and commit to conducting ourselves and our work with the highest integrity.
- **Equity.** We recognize and honor the diversity of our staff, our association members and the individuals served by Medicaid and CHIP and we strive to conduct our work to ensure diversity, inclusion, and advance equity.

**General Information**

This position is located in Washington, DC. In-person availability is required but telework will be available for a portion of the Program Coordinator’s time.

NAMD is an equal opportunity employer and is committed to attracting and retaining a diverse staff and honoring the experiences, perspectives, and unique identity of applicants.

The starting salary for this position is $60,000. NAMD offers a comprehensive, competitive benefits package designed to support the needs of NAMD employees, including:

- Retirement with employer match and contribution
- Medical, dental and vision insurance
- Generous vacation policy
- Flexible Telework policy

Please send resume and cover letter to Tess Moore at tess.moore@medicaiddirectors.org. No phone calls – thanks.