



## Conference of Boston Teaching Hospitals

### Government Affairs Specialist

#### About the Conference of Boston Teaching Hospitals

The Conference of Boston Teaching Hospitals (COBTH) is an organization of twelve Boston area teaching hospitals that work together to advance policies and initiatives critical to their missions of medical education, research, patient care and serving underserved populations.

#### Position Overview

The Government and Community Affairs Specialist will assist the Executive Director and support appropriate COBTH committees with the research, development and execution of the organization's legislative and regulatory advocacy efforts and provide project management for committee initiatives.

#### Responsibilities

- Analyze state regulations, legislation and state budget, and prepare summaries and recommended strategies for addressing issues
- Attend legislative and regulatory hearings and provide summaries as appropriate to inform development of COBTH policy positions
- Conduct research and analysis on a variety of health policy issues related to healthcare, hospitals and academic medicine
- Draft bill and regulation summaries, position papers and testimony
- Draft print and digital content for COBTH's internal and external communications, including COBTH website and social media
- Serve as staff liaison and provide support and project management to COBTH committees as assigned
- Additional responsibilities as needed

#### Required Experience

A related Bachelor's degree along with 1 - 3 years of related healthcare industry and/or legislative/regulatory experience is required. Related experience in the government and/or community health is desired; regulatory/legislative staff and/or association experience is strongly preferred. Exceptional communication, presentation, interpersonal, project management and relationship building skills are important. Proficiency with MS Office applications and the ability to work as part of a team in a challenging, multi-project environment are also necessary.

#### Job Location

Boston, MA

#### Position Type

Full-Time/Regular

#### Apply

Send letter of interest and resume to [info@cobth.org](mailto:info@cobth.org)