

Program Assistant, Care Core (Delivery System Reform & Advancing Health Equity)

The Organization

The Commonwealth Fund — among the first private foundations started by a woman philanthropist, Anna M. Harkness — was established in 1918 with the broad charge to enhance the common good. Today, the mission of The Commonwealth Fund is to promote a high-performing health care system that achieves better access, improved quality, and greater efficiency, particularly for society's most vulnerable, including low-income people, the uninsured, and people of color. The Fund carries out this mandate by supporting independent research on health care issues and making grants to improve health care practice and policy.

Our Values and Commitment to Equity

The Commonwealth Fund envisions a health care system that values and benefits all people equally — one that combats racism and pursues equity, in treatment and outcomes as well as in leadership and decision-making. We believe this requires an alliance of people and institutions across society working together to recognize and value the lived experience of all individuals; ensure the delivery of compassionate, affordable, quality health care; and strive for equitable outcomes for all.

We aspire to racial equity, diversity, and inclusion in how we work. We place great value on the varied backgrounds and experiences our staff bring to our organization and encourage employees to bring their full selves to the workplace. We look for talented, nimble, empathetic, and supportive team players who are ready to roll up their sleeves, create impactful change, and celebrate accomplishments.

Fund Values

We strive to be **Bold** and **Impactful**
We center **Community** and our **Common Humanity**
We anchor **Equity** and **Integrity** in all we do
We work in a **Collaborative** and **Joyful** environment

Program Summaries

The Fund's Care Core serves the foundation's mission by fostering a health care system where care is equitable and high-quality. The Care Core encompasses three programs: Health Care Delivery System Reform (DSR), Advancing Health Equity (AHE), and Behavioral Health. This role will support DSR (60 percent) and AHE (40 percent).

Delivery System Reform

The Commonwealth Fund's Health Care Delivery System Reform (DSR) program seeks to strengthen primary health care, particularly for underserved populations. Primary health care is the foundation of a high-performing health system, but it is falling short of its potential, with access and quality dwindling for patients, and providers facing growing burden and burnout.

To achieve its goals, the program focuses on three strategies:

- Assessing, improving, and promoting the adoption of primary care payment reform models in Medicare, Medicaid, and the safety-net.
- Building consensus and momentum among states to support the adoption of primary care payment reforms and increased investment.
- Generating evidence and identifying policy options to support the retention of the existing primary care workforce, particularly through reducing burden on providers and assessing the impacts of commercialization.

Advancing Health Equity

The Commonwealth Fund's Advancing Health Equity (AHE) program, established in 2021, aims to advance equity in U.S. health care. Its goal is to eliminate unequal treatment, experience, and outcomes in health and health care for people of color by reducing systemic racism in health care policy and practice.

The program has two focus areas: 1) promoting models that drive health and racial equity within the health care ecosystem, and 2) driving implementation of policies that advance health equity. The AHE program achieves progress in these areas by:

- Identifying best practices and showcasing system interventions for advancing equity.
- Supporting stakeholders in the development and implementation of equity-focused models of care.
- Driving health equity measures that can promote accountability, such as accreditation standards, quality measurement, and pay-for-equity initiatives; and
- Catalyzing implementation of equitable, community-led solutions.

General Position Description: Program Assistant

The Program Assistant is a staff member of the Commonwealth Fund's Care Core. The Program Assistant is responsible for providing daily support for the DSR and AHE Programs. The Program Assistant will be expected to perform a variety of duties ranging from daily administrative and grants management tasks to research assistance, creating charts in PowerPoint and tables in Excel, and contributing to Fund publications.

Specific Responsibilities

Grants Management (50%)

- Provides support and assistance in all aspects of the proposal development process, including conducting background research on proposed projects; working and corresponding with potential grantees to refine proposals and ensure completion of all required documents; preparing written summaries of proposals for internal review meetings; taking detailed notes and preparing summaries of review meetings for proposed grants.
- Provides support and assistance in managing approved grants, including preparation of payment and reporting schedules, letters of agreement, and the monitoring and tracking of program and

grantee products. Helps plan meetings, forums or conferences related to grantee work and assists in maintaining overall Fund-grantee relationships.

- Acts as a liaison with Communications to ensure the dissemination of grant products, including coordinating the review of draft grantee publications and the promotion of grantee-published articles; drafting language to publicize grantee work; coordinating with grantees and Communications staff to produce webinars, podcasts, and other multimedia to promote grantee work.

General Administrative Support (35%)

- Provides administrative support for teams which could include supporting convenings and workgroup meetings and completing participants' expense reports.
- Prepares materials, slides, and charts for internal and external meetings and presentations. This involves research and assembling materials and detailed information about projects in the program areas.
- Provides clerical support to the Assistant Vice President of DSR with calendar and phone management, preparing travel arrangements, expense reports, and drafting correspondence.

Research (15%)

- Conducts background research including literature reviews, Internet searches and tracking journals, working papers, legislative developments and public coverage of health policy issues. In addition, secures reports from Federal and private sources.
- Occasionally attend virtual and/or in-person meetings, conferences, and webinars relevant to the DSR and AHE programs.
- Corresponds with current and prospective grantees, consultants, and experts reviewing proposed projects; assembles and provides materials on Fund programs, projects, and other activities as requested by grantees and other individuals.
- Occasionally provides research and writing support for Fund publications. This work includes preparing tables and charts as well as drafting summaries of grantee or Fund reports.

Core Competencies & Qualifications

- Bachelor's degree strongly preferred.
- Minimum one year of work experience, preferably in public health, health policy or policy research.
- Strong technical skills, including proficient use of databases (Salesforce is a plus) and Microsoft Office (Excel, Word, and PowerPoint). Familiarity with STATA, SAS, or similar statistical software is a plus.
- Meeting management experience.
- Ability to multi-task, prioritize, and follow through to effectively manage work and meet multiple tight deadlines/project management.
- Exceptional attention to detail and organizational skills.
- Excellent written and oral communication skills.
- Good judgment and the ability to act independently within standard guidelines.

- Flexibility and skill in working as a team member.

The Fund has a relatively small staff, and judgment, integrity, and the ability to listen with sensitivity to others are traits that are particularly important in an organization of the Fund's size, where teamwork is essential to effectiveness. The ability to work collegially with a variety of Fund staff and interest in and strong commitment to the Fund's mission and grants programs are key qualifications.

Location

Position is based in our NYC location.

Salary and how to Apply

The starting salary range for this position is \$52,132.00 - \$65,165.00 depending on professional experience.

Please apply using this link: [Program Assistant, Care Core](#)

Employment at The Commonwealth Fund is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, sexual preference, gender identity or expression, age, national origin, marital status, citizenship, medical condition, disability, or any other protected characteristic as established by law.