

## Program Associate International Health Policy & Practice Innovations

### 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 Summary

The Commonwealth Fund’s International Health Policy and Practice Innovations program seeks to serve as the leading source for international insights that can spur change in U.S. health care. We aim to inspire through our research into international policies and practices that address common health care problems and promote a high-performing health care system.

- To support the transfer of best practices from around the world to the U.S., the program:
- Maintains expertise on international coverage approaches and the financing structures required to support them.
- Sources innovative care delivery models that other countries have deployed to address areas of interest in the U.S., including access and affordability, health technology, maternal

health, mental health, primary care, and social drivers of health.

- Learns from other countries' approaches to advancing health equity.
- Draws lessons from international approaches to achieving sustainable financing.

Key program activities include:

- Surveying the public, patients, and physicians in 10 countries to compare health system performance (International Health Policy Survey).
- Benchmarking U.S. performance against other countries on indicators in five domains: care process, access, administrative efficiency, equity, and health care outcomes (Mirror, Mirror).
- Commissioning research on health care internationally that can inform U.S. efforts to improve access, quality, and efficiency, including paths to universal coverage (country profiles).
- Identifying and reporting on health care innovations around the world — from Asia to South America — that could offer solutions to vexing challenges facing the U.S. (International Insights).
- Sponsoring the Harkness Fellowships in Health Care Policy and Practice, which enable promising international health care leaders to spend 12 months in the U.S. conducting policy-oriented research.
- Convening international policymakers and experts for cross-national dialogue and exchange around contemporary policy and care delivery issues facing governments and health systems.

## General Position Description

The Program Associate is a vital member of the International Team. The Program Associate will be expected to perform various duties ranging from daily administrative tasks to support of the Harkness Fellowship to grants management activities. This position reports directly to the Director, Harkness Fellowship and will support the Vice President of the International Health Policy and Practice Innovations program and the entire Team as assigned.

## Specific Responsibilities

### Harkness Fellowship

- General Administrative Support: Provide overall administrative assistance and program management.
- Recruitment & Selection: Handle recruitment processes, including managing the general email box and meeting requests.
- Marketing Support: Develop marketing materials, focusing on LinkedIn content and digital assets.
- Application Preparation: Prepare applications for review by the Selection Committee.
- Meeting Coordination: Plan and coordinate selection meetings, including scheduling, preparing materials, and arranging alumni dinners.

- Communication: Prepare and send decline and award letters to applicants.
- Fellow Onboarding: Prepare agreements, budgets, and relevant documentation for new Fellows.
- Event Organization: Assist with organizing and delivering seminars, including travel arrangements and onsite support.
- Alumni Engagement: Maintain contact information and administer alumni programs, including grants and virtual events.
- International Partner Management: Prepare budgets and agreements for international partners, manage contracts.
- Visa Preparation and Administration: Ensure all visas for Harkness Fellows are properly executed and meet State Department regulations, providing guidance and support during the J-1 Visa application process and interviews in their home country.

### **Grants Management**

- Assist in preparing Completed Grants Learning and Impact Memos, the Fund's internal process for documenting the outcomes of its grant awards.
- Assist with grant awards for the International Program and Harkness Senior Fellowship Program.
- Work closely with Grants Management Office (GMO) to troubleshoot and maintain Fellowship usage of the grants management system (Salesforce).

### **General Administrative Support**

- 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 with calendar and phone management, preparing travel arrangements, expense reports, and drafting correspondence.
- Partner with the Finance Team to reconcile program finances, including grant payments, invoices, credit card statements, reimbursements, and coding for accuracy.
- Create, maintain, analyze, and download various reporting spreadsheets monthly, quarterly and as needed.
- Assist in drafting budgets for Harkness Fellows and grantees, reconciles Amex expenses tracks partner funding and accounts receivable, manages all program requisitions for payment (for Fellows, grantees, partners, and event participants).

## **Core Competencies & Qualifications**

- Minimum 3 years of full-time professional work experience, preferably in health policy, policy research or leadership development/Fellowship programs. Previous experience with international health and fellowships in a similar role is a plus.
- 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.
- The position requires you to interact with key partners, including senior government officials, requiring a pleasant, joyful, and cheerful demeanor with an elevated level of emotional intelligence.

- Must have decorum, good judgment, and the ability to act independently within standard guidelines.
- Strong technical skills, including proficient use of databases (Salesforce is a plus) and Microsoft Office (Excel, Word, and PowerPoint).
- Experience with international diplomacy and contracts management a plus.
- Experience with State Department Educational Research program, like J-1 Visa application process a plus.

## Work Conditions

- Flexibility and skill in working as a Team member that requires weekend, evening, and early morning hours to accommodate international demands.
- Must be available to travel (domestic and international) and be available for overnight trips.
- Must be able to stand/walk for periods of time and be able to do occasional lifting up to 15 pounds.

The Fund has a 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 \$63,200 - \$79,100 depending on professional experience.

Please apply using this link: [Program Associate, International Health Policy & Practice Innovation](#)