



Position Announcement
Programs Manager, Health & Food Justice
March 2024

Organizational Information:

At Every Texan, we envision a Texas where people of all backgrounds can contribute to and share in the prosperity of our state. Unfortunately, not all Texans can access the conditions they need to thrive. We believe one of the most effective ways to advance social justice is to strengthen public policy. We are deeply committed to policy solutions that advance racial, ethnic, and gender equity, expanding opportunity *for every Texan*. You can learn more about our work at everytexan.org.

Every Texan is an equal opportunity employer committed to inclusive hiring and dedicated to diversity in our work and staff. We do not discriminate in employment opportunities or practices based on actual or perceived race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity or expression, pregnancy, childbirth or related medical conditions, veteran status, uniform service member status, disability, or any other characteristic protected by law. Women, people of color (including multilingual and multicultural individuals), LGBTQ+ persons, and people with disabilities are encouraged to apply.

Every Texan is a proudly unionized workplace.

Position Summary:

The Programs Manager is a member of the Health & Food Justice (HFJ) team, which works to increase food security and access to affordable health care coverage. The Programs Manager works closely with all members of the HFJ team and is part of the Policy and Advocacy team. The Programs Manager reports to the Director of Health & Food Justice.

The goal of this position is to increase enrollment and retention in health coverage and food assistance programs for people who face systemic barriers – people of color, people of low-income, immigrants, and people with high health care needs – including Medicaid, the Supplemental Nutrition Assistance Program (SNAP), the Children’s Health Insurance Program (CHIP), and the Health Insurance Marketplace.

The ideal candidate is committed to improving equity by ensuring all Texans have access to quality, affordable health coverage and healthy food, regardless of their financial or immigration status. The ideal candidate has experience helping Texans navigate enrollment systems. Candidates must work closely with Every Texan staff and community partners to identify and address barriers to health and hunger programs, have a strong desire to drive policy change at the state and federal level, and obtain the ability to understand complex policies and to translate



them for various audiences. The ideal candidate enjoys working with advocates, navigators, enrollment assisters, and community members to effect that change. Personal experience with public health coverage or nutrition programs is a plus.

Roles and Responsibilities:

- Build and strengthen feedback loops with health care providers, food banks, navigators, community partners, and other organizations to gather input on consumer barriers/experiences with the enrollment and retention processes, as well as systems for Medicaid, CHIP, SNAP, and the Health Insurance Marketplace.
- Develop and provide regular policy updates, trainings, and convenings to enrollment assisters, navigators, and community partners on program and policy changes to Medicaid, CHIP, SNAP, and the Health Insurance Marketplace with a focus on equity and language access.
- Provide feedback about consumer experiences to program and policy officials at the state and national level. Assist with referral and resolution of complex individual cases as needed.
- Monitor and provide feedback on the operation of Texas' integrated eligibility system for Medicaid, CHIP and SNAP. Work with the HFJ team and other partners to document systemic issues and advocate with the state agency and legislature for improvements.
- Help lead and provide subject matter expertise on eligibility and enrollment policy for various coalitions, including Children's Health Care Coverage, Cover Texas Now, Get Covered Texas, and Seguro Texas to expand health equity.
- Develop, design, and execute public education and outreach campaigns in partnership with the Every Texan Community Engagement team, the Every Texan Communications team, and coalition partners.
- Write fact sheets, blog posts, newsletters, and comments on federal and state health policy issues with a focus on equity.
- Establish and maintain relationships with key policy experts and advocates inside and outside government, including national organizations and federal agencies, regarding access to health and food justice.
- Public media, speaking and presentations to national, state, and local audiences leading with a focus on health equity.
- Build and maintain relationships with funders and work with the Grants Manager to write grant proposals and reports.
- Engage actively in the organizational life of Every Texan.
- Other duties as assigned.

Required Qualifications

We understand that some great candidates will not meet every qualification on this list. We encourage those interested in the position to apply, even if you are missing some of the items mentioned below.



EVERY TEXAN

- Bachelor's degree in a related field and post-college work experience (may include internships), or Master's degree.
 - Bachelor's degree and at least 4 years of experience in a related field, or
 - Master's degree and 2 years of experience in a related field (can be co-occurring).
- A demonstrated commitment to Every Texan's mission of strengthening public policy to expand opportunity and equity for Texans of all backgrounds.
- Understanding of the barriers low-income people, communities of color, and members of other marginalized communities face, particularly institutional and structural racism, when applying for public benefits.
- Experience helping people apply for health care coverage and other benefits through YourTexasBenefits.com, including Medicaid, CHIP, and SNAP, or Marketplace insurance through HealthCare.gov.
- Knowledge of health coverage (including Medicaid, CHIP, and Marketplace) or SNAP policies in Texas as it relates to eligibility and enrollment with a focus on expanding access.
- A demonstrated ability to be self-motivated, adaptable, and to work independently and as part of a team.
- Strong writing, editing, and presenting skills, including the ability to conduct and explain data and policy analyses to various audiences.
- Strong analytical and critical thinking skills, intellectual curiosity, and initiative.
- Strong organizational skills, attention to detail, ability to prioritize and manage multiple tasks, and the ability to complete projects under time constraints.
- Strong interpersonal skills with the ability (and desire) to build trusting relationships with co-workers and partners.
- Ability to undertake some travel.

Bonus Skills/Experience:

- Experience working for or with advocates, legislatures, or government entities on Texas HHSC-related policies and enrollment issues.
- Experience within Texas HHSC's Access and Eligibility Services or Medicaid & CHIP Services divisions, Texas' Integrated Eligibility System (TIERS), or with human service programs such as Medicaid, SNAP, CHIP, or Temporary Assistance for Needy Families (TANF).
- Knowledge of Affordable Care Act (ACA) Marketplace eligibility policy and affordability programs.
- Familiarity with Immigrant (non-citizen) eligibility for access to public benefits.
- Knowledge of food security programs, including SNAP and/or the following child nutrition programs: School Lunch, School Breakfast, Afterschool Meals, Summer Meal Programs, WIC and CACFP.
- Fluency to conduct activities and trainings in Spanish is desirable.



- Personal experience with the impact public health coverage programs or other public benefits can have on improving outcomes.

Status:

- Full-time (40 hours a week)
- Permanent
- FLSA Exempt
- This is a bargaining unit position.

Texas based and able/willing to make occasional trips to Austin during legislative session or as needed. Every Texan offers a flexible work schedule in which employees can work remotely when physical presence is not required.

Compensation: The starting salary range for this position is **\$62,250- 74,250 annually** and has a target start date of **mid-May 2024**. Every Texan offers excellent benefits, including health insurance, dental insurance, life and long-term disability insurance, retirement contributions, and generous vacation, leave, and holidays.

To apply: Please email (**subject line: Programs Manager– Health and Food Justice**) an engaging cover letter, resume, and two references to apply@everytexan.org by **Sunday, April 21, 2024**. The cover letter should describe your interest in the position and include a concise explanation of your connection to our mission, how your experience has prepared you for the responsibilities outlined in the job description, and links to your work. Please include attachments in PDF format only. We do not accept phone inquiries regarding the position. Thank you!

Every Texan is an Equal Opportunity Employer