



## Remote Health Care Affordability Contract Field Coordinator Job Description

### About the Colorado Consumer Health Initiative:

The Colorado Consumer Health Initiative (CCHI) is a nonprofit, non-partisan, membership-based organization working to advance the consumer voice to improve access to health care for all Coloradans by working statewide for progress toward equity, affordability, and quality. CCHI is actively working to break down barriers in accessing health care through innovating in public policy, building inclusive coalitions and partnerships, and engaging community members in our work. We work through a three pronged approach that advocates for policy change. Our policy, strategic engagement, and consumer assistance teams work together to find relief for whose access to health care and financial security are compromised by affordability, poor benefits, and unfair business practices of the healthcare industry.

### Campaign Impact

Through the COVID-19 pandemic thousands have lost their jobs and their health insurance, while 1 in 3 Coloradans have struggled to afford their prescription drugs. With this health crisis it has become clearer than ever that Coloradans need more affordable access to health care and health insurance. If health care coverage and medications are not affordable, then they are not attainable or sustainable for our communities. Before the health crisis, although most Coloradans had health insurance coverage, many still struggled with high insurance premiums, getting and staying insured, and unaffordable out-of-pocket costs. CCHI passed the Colorado Option, a public health insurance option, through the legislature last year, as well as a bill to establish the Prescription Drug Affordability Board that will be working towards addressing the high cost of medications. These laws will work to ensure that our communities have more affordable care through lowering premiums, lowering out-of-pocket costs, creating equitable access and working towards creating access to affordable prescriptions, therefore, ensuring a healthier future. The objective of this campaign is to reach out to the communities that we connected with in the process to pass these laws to inform them on how to stay involved with the Prescription Drug Affordability Board and what the Colorado Option means for them/their community in the upcoming enrollment period.

### Summary of Position

The Field Coordinator is a contract part-time, temporary position working up to **20 hours per week at \$22 per hour**. The temporary position runs from **August 15th to the end of November 2022**, with possibility of extension *if funding allows*. There will be a three week break from October 24th-November 11th 2022. This position will **work alongside and report to CCHI's Field Manager Miriam G Ordoñez Rodriguez** to plan, run, and manage the campaign and assist in managing any canvassers and volunteers. Regular check-ins with the Field Manager will occur during the length of the campaign to guide and go over performance. The Field Coordinator will have flexibility in the creation of their schedule and/or responsibilities around the needs of the campaign, all modifications will be made after the Field Coordinator and Field Manager consult.

### Responsibilities (Assigned by Field Manager)

#### Campaign Planning

- Assist in the creation and modification of training materials and other campaign materials for canvassers and volunteers
- Assist in editing data tracking materials
- Assist in the creation of a campaign

### **Running Campaign**

- Have knowledge of VAN (Voter Activation Network)
  - Be able to upload and edit scripts
  - Be able to create new lists in VAN for phone bank
  - Troubleshoot VAN
- Check accuracy of data entry
- Help schedule Letters to the Editor, (LTE's) and testimonies
- Leading canvasser/volunteer phone banks:
  - Run and plan pre-shift meetings
    - Updates from day to day
    - Review goals for the day
    - Check in/icebreaker
    - Train canvassing tips and tricks
    - Help canvassers navigate scripts and other campaign materials
  - Closeout meeting
    - Lead discussions around boundaries and emotions
    - Go through questions and patterns that came up throughout the shift as well as best practices
    - Goal checking
- Check data throughout campaign
  - Make adjustments as needed (new lists, change messaging)
- Train new canvasser hires and volunteers
- Outreach to "Get Involved" list
  - Building relationships with storytellers across Colorado around health care affordability (RX and health insurance)
  - Helping connect storytellers to leadership and advocacy opportunities
  - Listening and empathizing with consumers with stories that may be different from your own
  - Using canvassing tools to help us maintain communication with consumers and volunteers
- Update data tracking sheets
- Assist in running and planning campaign events
  - Ex. Phonebanks, webinars
- Data clean up

### **Managing Canvassers**

- Be able to have conversations with low performing canvassers that don't involve shaming or punishment
- Keep motivation up while acknowledging the concerns of the canvassers and volunteers
- Identify strong canvassers and volunteers
- Respond efficiently and accordingly to various situations that arise during shift
  - Anxious canvassers and volunteers
  - Aggressive conversations on the phone or text messages
  - Emergencies
  - Reschedule missed shifts

- Communicate with Field Manager around campaign needs including those of the canvassers and volunteers

### **Qualifications**

- Preferred experience using VAN to run campaigns (if not we can train you!)
- Experience with 501 c3 campaigns is a plus
- Must be over the age of 18 years old
- Excellent communications and interpersonal skills
- Willingness to accept the stories of others
- Willingness to collaborate and ask questions
- Must have access to WIFI and a computer at home (depending on location a computer can be rented out for this position)
- Preferred experience with door-to-door or phone banking campaigns
- Must be in the state of Colorado
- Bilingual is a plus

### **Location**

Remote

### **To apply and for more information**

Send resume to [mordonez@cohealthinitiative.org](mailto:mordonez@cohealthinitiative.org) to be considered for the position, will be accepting applicants and scheduling interviews on a rolling basis. Thank you for your interest!

The Colorado Consumer Health Initiative is strongly committed to building a work environment that recognizes, respects, and encourages the unique contributions of a broad spectrum of qualified workers. We strive to make hiring decisions that support inclusion and to maintain a work atmosphere that is equitable and promotes work-life practices that allow people of diverse backgrounds and lifestyles to grow personally and professionally.

CCHI is an equal opportunity employer. CCHI does not discriminate against employees, contractors, or job applicants on the basis of race, color, religion, creed, national origin, ancestry, sex, pregnancy, age, gender, gender identity, gender expression, ancestry, marital status, sexual orientation (incl. transgender status), physical or mental disability, military status, genetic information, marriage to a co-worker and retaliation for engaging in protected activity (opposing a discriminatory practice or participating in an employment discrimination proceeding or any other status or condition protected by applicable federal, state or local law).

For further information about CCHI, please visit our website at [www.cohealthinitiative.org](http://www.cohealthinitiative.org)