



## **Title: Coordinator, Policy & Governance**

**Reports to:** Policy Director

**FLSA Status:** Exempt, Full Time

**Supervisory Responsibility:** N/A

**Location:** Remote

**Compensation Range:** \$53,000 – \$69,700, Depending on Experience

### **POSITION SUMMARY:**

The Policy & Governance Coordinator plays a vital role in advancing The Sequoia Project's policy and governance strategy through program coordination and administrative support and research on federal and state legislative, regulatory, and enforcement activities impacting health IT, interoperability, and health information exchange.

The role supports the Trust Framework Team, Interoperability Matters initiatives, and government affairs portfolio by providing coordination for policy and governance operations, facilitating and documenting consensus-based governance processes, contributing to legislative and regulatory tracking and communications, and managing logistics across programs and with external partners.

This position requires strong organizational and communication skills, a foundational knowledge of legislative and regulatory processes, and demonstrated interest in health IT and interoperability.

#### What is The Sequoia Project?

The Sequoia Project is a non-profit with a public service mission to lead in an interoperable health information sharing ecosystem to improve the health and welfare of people in the US. The Trust Framework Team supports public and private-sector led trust framework programs by providing leadership and support for policy, governance, technical, operational, and stakeholder engagement efforts.

### **Functional Responsibilities:**

- Coordinate policy and governance program activities, including slide creation, project planning, meeting logistics, database maintenance, official notetaking, and action-item follow-up.
- Provide ongoing support to governance bodies, work groups, and committees, including scheduling and facilitating meetings, maintaining rosters, creating and distributing meeting agendas and materials, gathering input from stakeholders, and driving progress towards defined objectives.
- Monitor and summarize federal and state laws, regulations, public policy, and national-level health IT industry initiatives related to interoperability, health information exchange (HIE), and the use of health IT systems.



- Assist in the coordination and collection of public comments, testimony, and other correspondence communicating Sequoia's position on a variety of topics to the federal government, federal advisory committees, and legislators.
- Contribute to newsletters, website content, and other communication channels to highlight policy and governance activities and communicate the impact of proposed and existing legislation, regulation and public policy relating to Sequoia's mission.
- Serve as a policy and governance liaison to assist in communication and coordination across internal cross-functional teams and external partners.
- Assist with stakeholder inquiries and help maintain positive relationships across Sequoia's policy and governance communities.
- Other duties and special projects as required.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Demonstrated interest in health IT, data governance, and national interoperability policy
- Foundational understanding of federal and state legislative processes and regulatory frameworks
- Excellent written and verbal communication skills, including drafting clear, concise notes and summaries
- Strong organizational and time management skills, with the ability to coordinate multiple priorities with milestones and deadlines
- Detail-oriented with ability to monitor, document, and follow-up as needed
- Ability to work independently to complete individual tasks while effectively collaborating on a remote, cross-functional team to help meet objectives
- Proficiency with Microsoft Office Suite (Word, PowerPoint, Excel) and virtual collaboration tools (Teams, SharePoint, Jira)

## **EDUCATION, TRAINING, AND EXPERIENCE**

- Bachelor's degree in relevant field (e.g., public health, political science, healthcare administration)
- Minimum of 2 years relevant experience or master's degree in policy analysis, healthcare, or related fields
- Experience coordinating cross-functional, remote projects preferred

## **PHYSICAL AND MENTAL REQUIREMENTS:**

- Ability to work on a computer for extended periods of time to include typing and working on a computer monitor
- Ability to stand or sit for extended periods of time
- Extended working hours and travel may be necessary
- Occasional lifting of 15 to 20 lbs.

*"All qualified applicants will receive consideration for employment without regard to race, color, religious creed, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and related medical conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, protected medical condition as defined by applicable state or local*



*law (such as cancer), genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances.”*