



Foundation for  
Healthy Communities  
*Partnering to improve health for all.*

## **Consultant, Health Insurance Navigator**

Foundation for Healthy Communities

The Foundation for Healthy Communities seeks consulting support services for the New Hampshire Navigator program. The Consultant will support New Hampshire residents in obtaining affordable health insurance coverage through the ACA Marketplace, New Hampshire Medicaid and CHIP. This Consultant role may be structured part-time or full-time, depending on consultant availability and project needs. The consultant will play a key outreach-focused role, engaging priority populations, building relationships with community partners and supporting enrollment through direct consumer assistance and public education. Services are requested for the period of May 1, 2026-August 25, 2026.

### **Essential Functions:**

- Support consumers in New Hampshire needing assistance enrolling in an ACA Marketplace product, NH Medicaid and/or Children's Health Insurance Program (CHIP).
- Lead and support outreach events, community tabling, presentations and health fairs to increase public awareness of ACA Marketplace and Medicaid options. Partner with other community-based organizations on outreach efforts across the state.
- Work collaboratively with the NH Navigator call center, First Choice Services.
- Provide technical assistance to partner organizations assisting with consumer enrollment or navigating insurance barriers.
- Deliver clear, compassionate communication to consumers in person, by phone and through virtual channels.
- Maintain accurate documentation and adhere to federal Navigator standards including confidentiality, conflict of interest rules and reporting expectations.
- Submit weekly reports detailing time involved with essential functions execution including number of individuals served, events attended and interactions with partner organizations.
- Submit monthly invoices based on time and expenses incurred.

### **Consultant must demonstrate:**

- Existence of their own LLC or be part of an organization that supports similar work.
- Possession of, or ability to obtain, ACA Navigator certification upon start.
- Strong knowledge of the ACA Marketplace, Medicaid and CHIP, or willingness to learn.
- Experience in community outreach, public engagement and working with diverse or underserved populations.
- Experience in health care, insurance, community engagement, public health, social services or related fields.
- Possess valid driver's license and reliable transportation.

**Acknowledgements:**

The Consultant role is not an employee of the Foundation for Healthy Communities. The Consultant reports to the Executive Director.

Interested Consultants may apply by supplying a proposal, inclusive of hourly rates and available hours, to Peter Ames at [pames@healthynh.org](mailto:pames@healthynh.org) by May 22, 2026.