



## Job Announcement

**Position:** Policy Associate

**Reports To:** Legislative Advocate

**Classification:** Non-Exempt

### ORGANIZATIONAL DESCRIPTION

Housing California is California's leading advocacy organization on housing and homelessness. We serve as the voice in the state Capitol for children, seniors, families, people experiencing homelessness, and everyone who needs a safe, stable, affordable place to call home.

### SUMMARY

The Policy Associate is responsible for assisting the policy team in research, reporting, and lobbying on homelessness and affordable housing policy; legislative and administrative advocacy; coalition building; and other activities that advance the mission of Housing California in the areas of homelessness and affordable housing.

**ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:** include the following. Other duties may be assigned.

#### Advocacy

- Track and analyze state legislation, administrative policy, and budget requests that impact homelessness and land use and finance. Provide advice and recommendations for action to the policy team.
- Contribute to the development of policy briefs, reports, and fact sheets.
- Track implementation of state programs related to homelessness and provide recommendations for improvements where necessary.
- Represent Housing California on policy issues at public events, including testifying at legislative and administrative proceedings.
- Effectively communicate pertinent information on our policy agenda and other issues relating to our policy agenda in newsletters, email, and social media.

#### Coalition and Network Engagement

- Support and partner with the Residents United Network (RUN), Housing CA's locally connected, regionally organized, statewide community organizing network.
- Represent Housing California on a variety of membership coalitions.

#### Organizational Responsibilities

- Contribute to the *Capitol Reporter*, Housing California's electronic newsletter, and the RUN Newsletter.
- Participate in the selection and development of workshops for the Annual Conference.
- Assist in coordinating Lobby Day events and activities.
- Engage in and contribute to other strategies to advance Housing California's goals, including media campaigns, legal strategy, outreach, and organizing.
- Provide support to fellow Housing California staff on issues that further the objectives of the organization.

## **QUALIFICATIONS**

### Required

- Bachelor's Degree (or equivalent combination of education, training, and experience).
- Sufficient understanding of California politics.
- Sincere and demonstrated personal commitment to advancing economic and social justice for low-income individuals, communities of color, families, seniors, and people experiencing homelessness.
- Strong organization, work planning, and project management skills, and ability to handle multiple competing demands.
- Demonstrated ability to work independently and in collaboration with staff, board members, community partners, and people with diverse backgrounds, beliefs, and political views.
- Ability to thrive in a fast-paced, team-based, complex work environment.
- Strong written and oral communication skills, with an ability to communicate with diverse audiences.
- Ability and willingness to travel periodically and attend occasional evening obligations.

### Desired

- Experience in statewide legislation or advocacy, or in affordable housing or homelessness.
- Experience working with multi-sector coalitions.
- Experience with fundraising, including grant writing.
- Strong facilitation skills.

## **SALARY AND BENEFITS**

Competitive salary, commensurate with skills and experience. Benefits package includes fully paid medical, dental, vision, long-term disability and group life coverage for the employee; parking or transit reimbursement; retirement plan with employer contribution; and generous vacation, sick leave, and holidays. This is a full time, non-exempt position located in Sacramento, and reports to the Legislative Advocate.

## **TO APPLY**

Applicants should submit a cover letter, resume, and a relevant writing sample (5 page maximum) with the subject line: "Policy Associate Job Application" to Khrystyna Platte at [kplatte@housingca.org](mailto:kplatte@housingca.org). Applications will be reviewed on a rolling basis.

Housing CA is an equal opportunity employer. We strongly encourage women, people of color, LGBTQ persons, people with disabilities, and all qualified persons to apply for this position.

Additional information on Housing California is available at [www.housingca.org](http://www.housingca.org)