



Housing California Job Description

Job Title: Policy Associate

Reports To: Policy Director

FLSA Status: Non-Exempt

Prepared Date: October 2022

SUMMARY: The Policy Associate is responsible for assisting the policy team in research, reporting, and tracking of homelessness and affordable housing policy; coalition administration and partnership building; communications support, 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.

Support the Advancement of Housing CA's Legislative Agenda

- Track, analyze, and report on state legislation, administrative policy, and budget requests that impact homelessness and land use and finance.
- Contribute to the development of position letters, fact sheets, policy briefs, and reports.
- Conduct research to inform policy proposals and strategy development
- Track implementation of state programs related to homelessness and affordable housing, and provide recommendations for improvements where necessary.
- Represent Housing California on policy issues at public events.
- Develop content to support communications related our policy agenda and related policy issues in newsletters, email, Housing California and coalition websites, 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.
- Provide administrative support to Housing California's Homelessness and Land Use and Finance Policy Committees, and to Housing California-led coalitions, including Bring California Home and the Stable Homes Coalition.

Organizational Responsibilities

- Contribute to Housing California and the Residents United Network's electronic publications.
- Participate in the selection and development of workshops for the Annual Conference.
- Collaborate with the RUN organizers to coordinate planning, scheduling, and administration of Housing California and RUN Lobby Day events and activities.

- Engage in and contribute to other strategies to advance Housing California’s goals, including media campaigns, outreach, and organizing.
- Assist the Executive Director, Policy Director, and other staff members in fundraising and reporting for the organization.

QUALIFICATIONS

We are seeking candidates who have:

- A demonstrated commitment to racial, gender, disability, economic, and housing justice
- A track record of developing and maintaining strong working relationships and collaborations with and among partners with many different backgrounds
- A demonstrated commitment to meeting a high bar and a history of getting things done, even in a fast-paced work environment or in the face of obstacles or multiple competing demands
- A proven ability to communicate with a variety of audiences, including policymakers, community-based organizations, people who live in affordable homes or are experiencing homelessness, and the media
- An ability and willingness to travel periodically and attend occasional evening obligations

Other Desired Qualifications

- Strong understanding of California politics
- Experience working in the California State Capitol
- Experience working with or leading multi-sector coalitions
- Strong facilitation skills
- Lived experience of homelessness or housing insecurity

Our ideal candidates may have experience that doesn’t directly match the qualifications above, and we encourage people with equivalent experience to apply.

COMPENSATION, BENEFITS, AND LOCATION

This is a full time, non-exempt positions based in Sacramento that report to the Policy Director. Competitive salary between \$65,000 - \$75,000, depending on experience.

Benefits package includes fully paid medical, dental, vision, paid family leave, long-term disability, and group life insurance coverage; commuting subsidy; cell phone subsidy; stipend for internet connection while remote; 403(b) retirement plan with employer contribution; generous vacation, sick leave, and 12 paid holidays; training and professional development opportunities. Due to the COVID-19 pandemic, Housing CA employees have the option to conduct work in the office or remotely for a portion of the week, when appropriate.

CULTURE AND DIVERSITY

Housing California is committed to creating a just, equitable, diverse, and inclusive workplace that fosters a culture of ongoing learning and collaboration and supports, stabilizes, and incentivizes people to join the Housing CA team and stay for the long game (e.g., professional development plans and opportunities, creating opportunities for professional advancement, staffing growth).

We value having staff who come from communities that are most impacted by the issues we address. We especially encourage Black, Latinx, Indigenous, and people of color; people from families that have

immigrated to the U.S.; women; lesbian, gay, bisexual, and trans people; and disabled people to apply for these positions.

We aim for our work to be both effective and sustainable; we balance required travel during some parts of the year and the fast-paced legislative calendar with a commitment to our team's mental and physical health.

HOW TO APPLY

Applicants should submit a cover letter, resume, and writing sample (5 pages maximum) with the subject line: "Policy Associate Job Application" to Jade Chin at jchin@housingca.org. In your cover letter, please indicate to which position(s) you are applying. We will accept applications until the position is filled. The interview process may include two to three rounds of interviews. Additional information on Housing California is available at housingca.org