



## Policy Associate Position

### CALIFORNIA HOUSING CONSORTIUM:

The California Housing Consortium (CHC) was founded in 1997 as a non-partisan advocate for the production and preservation of housing affordable to low- and moderate-income Californians. We represent the development, building, financial, and public sectors united in their goal that every Californian has a safe, affordable place to call home.

The focus of CHC's education and advocacy is across three areas essential to improving California's delivery of affordable housing:

- Preserving and expanding state and federal funding
- Reducing barriers and increasing tools for affordable housing production
- Ensuring public housing programs are functioning efficiently and benefiting the largest number of low- and moderate-income households

### SUMMARY:

The Policy Associate works closely with the VP of Government Affairs and Executive Director to further CHC's state and federal advocacy efforts.

### JOB RESPONSIBILITIES:

- **Legislative and Regulatory Support:** Assist with legislative and regulatory tracking and position development. This includes staffing sponsored bills, letter/memo drafting, outreach to legislative and administration staff, and coalition building.
- **Policy Research:** Surveying and summarizing new research and policies pertaining to affordable housing and community development. This may include primary and secondary research, outreach to CHC members, analyzing quantitative and qualitative data, and translating complicated ideas into easy-to-understand language.
- **Member Engagement:** Managing internal member committees, creating meeting agendas and workplan development, notetaking, sending supporting communications. Disseminating policy-related materials to members, including weekly member updates, action alerts, coordinating monthly newsletter, and website updates.
- **Event Coordination:** Assisting with policy event development and coordination.

### QUALIFICATIONS:

- An interest in housing policy and development
- Meaningful experience in state level legislation or advocacy
- Basic understanding of California politics and/or California legislature
- Bachelor's degree required; Master's degree preferred

- Excellent written communication skills, with attention to detail
- 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
- Flexibility and an eagerness to take initiative on a variety of projects
- Ability to approach communications strategically
- Knowledge of online communications technology and protocol

#### COMPENSATION, BENEFITS, AND LOCATION

This is a full time, exempt position based in Sacramento that reports to the VP of Government Affairs. Competitive salary, depending on experience. Benefits package includes fully paid medical, dental, vision; cell phone subsidy; 403(b) retirement plan with employer contribution; generous vacation, sick leave, and 12 paid holidays; training and professional development opportunities; and the possibility of remote work for a portion of your week. We are an equal opportunity employer and value diversity.

#### HOW TO APPLY

Applicants should submit a cover letter, resume, and writing sample (5 pages maximum) to Nancy Martin at [nmartin@calhsng.org](mailto:nmartin@calhsng.org). We will accept applications until the position is filled. The interview process may include two to three rounds of interviews.