

## About the Coalition on Homelessness

The Coalition is a trusted and respected voice in our community as an advocate for people experiencing homelessness. We are a membership organization whose mission is to mobilize our community to challenge systemic causes of homelessness and advocate for housing justice. We envision a region that acts on a shared sense of responsibility to ensure everyone has a home. Our core values are Equity, Justice, and Collective Action. For more information about our current work, please visit [www.homelessinfo.org](http://www.homelessinfo.org).

## Position Summary

This position plays an important role in the public policy work, advocacy, engaging and mobilizing our member organizations and collaborating with other community groups. This means addressing the urgent needs for housing, and homeless services as well as the underlying conditions that lead to people experiencing homelessness. This position will be responsible for developing public policy strategy with the Executive Director; advancing the Coalition's priorities through state and local legislative and funding advocacy; and organizing and engaging membership, community members, and allied partners to further policy goals. This is a full-time position.

## Essential Duties and Responsibilities

- Coordinate legislative and public policy advocacy including but not limited to:
  - Develop and propose Coalition policy positions on a range of issues.
  - Advocate for stable, equitable funding (city, county, and state) for housing and homelessness services.
  - Engage, inform, and build relationships with policymakers.
  - Track legislation, read and comment on draft bills, write and provide testimony, support community members and direct service providers to give testimony and engage policy makers.
- Coordinate public education with members and member organizations
  - Work closely with Senior Programs Manager to connect and integrate advocacy and education into our members' work, including: plan and develop training, policy, and advocacy content for meetings; facilitate and present at meetings and learning sessions; engage and support members in advocacy and educational campaigns.
  - Represent Coalition at public and community meetings and in standing meetings of partner organizations or coalitions with a wide range of participants.
  - Write, draft, and create tools for education and advocacy campaigns, including draft policy memos; review and summarize meeting minutes, documents, and presentations; draft and format on-line actions and sign on letters; social media posts.
  - Mobilize participation in a variety of campaigns aimed to advance public policies and budgets, and shift systems in keeping with the Coalition's mission, vision, and values.
- Represent the Coalition and provide facilitation and leadership as part of internal and external task forces, workgroups and other committees on topics such as public benefits, housing, and other related policy areas.

## Essential Knowledge, Skills, and Abilities

- At least 5 years of experience in a public or non-profit setting, including two years' experience advocating for public policy change or supporting legislative processes.
- Excellent communication skills, both oral and written.
- Strong organizational skills and the ability to handle multiple projects simultaneously.
- Strong interpersonal skills, with demonstrated ability to work closely with internal agency and program staff, and external government officials and staff.
- Ability to work individually in a self-directed manner and as part of a team, coordinating efforts with program staff and other development staff.
- Demonstrated planning, program development and problem-solving skills.
- Knowledge of local government landscape including, but not limited to, King County and City of Seattle executive and legislative branches.

## Strongly preferred:

- Expertise or experience in any of the following areas: analyzing state or federal policies and budgets, public benefits, human services, health care, or housing.
- Experience centering the knowledge of impacted communities by prioritizing community input, evaluating ideas with partners.
- Experience working in coalition and as part of a small organizational team.

## Working Conditions

Work takes place in a small office with a dynamic shared-workspace environment. Due to the current COVID-19 pandemic the office has adopted a hybrid model of in-person and remote work. We take seriously our responsibility to protect staff and community health by limiting the spread of disease: Workplace protocols are guided by the best current information and guidance provided by local, state, and federal public health agencies. All staff are fully vaccinated and boosted against COVID-19 according to current public health guidance. Offer of employment is conditional on candidate submitting proof of current vaccination for COVID-19. Separate office work areas ensure as much physical distancing as possible. Masks must be worn in the office in shared spaces. This position is primarily in-person (in both office and community settings) due to the nature of work.

Work performance includes long periods of sitting, working on a computer. Ability to lift and carry up to 40 lbs. on an occasional basis. Some early morning, evening, and weekend hours are required. The Coalition offices are located on the third floor of an older building without elevator access. Stairs are steep.

This job description is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. All Coalition employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the ongoing needs of the organization.

## Compensation and Benefits

**Starting Compensation:** \$79,000-\$90,000 /annually depending on experience, 1FTE

**Benefits:** Generous benefits package includes 100% employer-paid medical, vision, & dental insurance for employee, commuter benefits (Orca card), and Employee Assistance Program. SEP IRA retirement account contribution. Flexible Paid Time Off (20 days plus 11 paid holidays.) Flexible scheduling by approval of supervisor.

**To apply:** Send resume and cover letter to [hr@homelessinfo.org](mailto:hr@homelessinfo.org) with “Community Policy Manager” in the subject line. **Attachments in .pdf format preferred.**

- Current resume highlighting your relevant experience and skills
- A cover letter describing why you are applying for this specific position and how your previous experience qualifies you for this role. Please include your preferred start date if hired.

Resumes will be reviewed as they are received, with preference given to applications received by midnight PST on Monday, May 29, 2023. This position is open until filled. Interviews will be conducted on a rolling basis. Please note that we will only review resumes and evaluate candidates whose cover letters are responsive to the position qualifications.

## Equal Opportunity and Commitment to Diversity and Inclusion

The Coalition on Homelessness believes that a diverse workforce and an inclusive workplace culture enhance our ability to fulfill our mission. As an organization working to ensure safety, housing, and justice for people who are often marginalized by society, we seek to bring our values into the workplace through creating an inclusive work culture where our policies and procedures, including recruitment and hiring, reflect our commitment to social justice, and where all our staff feel valued. We are committed to providing a culture of mutual respect where equal employment and promotional opportunities are available to all applicants and staff without regard to race, color, creed, religion, sex, sexual orientation, gender identity, age, national origin, citizenship, veteran, or marital status, sensory, physical or mental disability, housing status or history, and any other characteristic protected by applicable law. We prohibit discrimination and harassment.