



Position Description

Position title: Director of Housing Advocacy
Classification: Exempt, Full Time
Reports to: Executive Director
Date: April 2021

Text

Position Summary

The Director of Housing Advocacy is a new position at Puente, and it will play a critical role in Puente's Strategic Plan. This position will be responsible for overseeing Puente's advocacy efforts for equity and social justice issues in housing and other related infrastructure.

Essential Job Responsibilities

The Director of Housing Advocacy performs a wide range of duties, including, but not limited to the following:

- Works with affordable housing developers and affordable housing advocacy organizations to increase the supply of affordable housing in the South Coast community.
- Serves as a representative of Puente in collaborative partner networks and at related community events and activities that pursue affordable housing and related community infrastructure such as water and wastewater facilities.
- Helps to facilitate housing projects with interested stakeholders, farmers, and government.
- Organizes community members to engage with policy makers on equity and social justice initiatives in housing and related infrastructure.
- Creates awareness in the community regarding what discrimination looks like in communities of color and its long-term impacts, through traditional and social media outreach.
- Researches, develops, and implements advocacy campaigns to support equity and social justice issues in alignment with Puente's mission.
- Analyzes public policy proposals and makes recommendations for support or opposition of issues relevant to the South Coast community; drafts letters and talking points in alignment with Puente's position.
- Establishes metrics for success, monitor efforts, and evaluate progress toward yearly goals.
- Crafts compelling written content including fact sheets, policy briefs, position statements and online/social media messages related to policy issues.
- Assists Development Team with fundraising efforts including providing support for grant proposals and reports that support studies for housing such as wastewater treatment analyses, survey of potential housing sites permits, site planning, workshops, and outreach.

Qualifications

- Bachelors or Masters' degree (preferred) in Non-Profit Administration, Planning, Engineering, Architecture, or related field and at least three years of experience or a combination of successful experience in program development, management, and supervision as well as administration of programs.
- Knowledge of building-related codes and regulations for San Mateo County, the South Coast, the Coastal Zone and any state and federal guidelines.
- Preferably, Bilingual (Spanish/English) with excellent written and oral skills.
- Ability to create and sustain relationships with other organizations including, but not limited to governments, non-profits, foundations, and corporations.
- Knowledge and experience working with a rural, underserved community.
- Ability to demonstrate clear evidence of commitment and understanding of diversity, equity, and social justice issues.
- Strong writing skills and the ability to communicate complex issues in a compelling manner that moves people to action.
- Deadline-conscious, results driven, and high performing in a fast-paced environment.
- Proven success at collaborating across cross-functional teams.
- Experience with diverse and multilingual communities, advocacy for low-income individuals and families.
- Excellent planning, organizational development, and strategic skills.
- Individual must be a team player and able to handle multiple simultaneous tasks.
- Extremely organized, accurate, responsible, flexible, diplomatic, and able to work well under pressure.
- Ability to interact professionally with people from diverse backgrounds.

To Apply

Puente offers a competitive salary and benefits package. Please e-mail cover letter, resume, and three references to Lisa Mateja, Human Resources and Administration Specialist at lmateja@mypuente.org.

About Puente (Pescadero, California)

Puente fosters **wellness** and **prosperity** in the San Mateo County South Coast communities of Pescadero, La Honda, Loma Mar and San Gregorio by promoting and advocating for equitable access to education, health and economic security. More information at www.mypuente.org.

This job description is not intended to be all-inclusive. Duties and/or responsibilities may be added or deleted, as required to meet the ongoing needs of the organization.