

East Bay Housing Organizations Job Announcement

Temporary Policy Associate

Full-time, Hourly, currently Remote position

East Bay Housing Organizations (EBHO) is a member-driven organization that preserves, protects and expands affordable housing opportunities through education, advocacy, organizing and coalition building. This dynamic non-profit membership organization includes over 250 organizations and community leaders advocating for affordable housing at the local and regional level.

We are seeking someone who cares about ensuring that everyone in the East Bay has an affordable home, and who is passionate about providing critical backbone support to a dynamic, diverse and hard-working team.

Job Summary

EBHO is seeking a full-time (average 40 hours/week), temporary, non-exempt (hourly) employee to join our policy advocacy efforts. This team member will support our three-person policy team on a variety of projects and also bolster capacity during the sabbatical of our Executive Director. While we desire a six-month term from approximately June-December 2021, we welcome strong applicants who may have a slightly different availability, and we may consider extension of the position for the right candidate (funding permitting).

This position is appropriate for someone with a background in public policy, especially in housing or land use, but we are open to a range of experience levels and encourage a diverse applicant pool.

Duties and Responsibilities

- Support Policy Team in tracking, endorsing, and advocating for state housing legislation that advances the “3 Ps” (production of new affordable housing, preservation of existing affordable homes and neighborhoods, protection of low-income tenants from displacement)
 - Monitor bill amendments and progress through the State Legislature
 - As needed, attend statewide or regional coalition meetings regarding legislation
 - Maintain EBHO’s legislative bill tracker
 - Along with other members of the Policy Team, present bill information to Regional Policy Committee to consider endorsement
 - Along with other members of the Policy Team, write and submit position letters on key legislation
 - In certain instances, make public comment at a remote hearing
- Monitor Housing Element processes in key jurisdictions to make sure that local cities do their fair share to meet the region’s housing affordability needs for low-income residents
- Support EBHO’s ongoing work to see the development of deeply affordable housing at Ashby, North Berkeley, and El Cerrito Plaza BART Stations

- Create and implement a system for monitoring meeting agendas for City Councils in key cities (e.g. Oakland, Berkeley, Concord, Alameda) and Board of Supervisors in Alameda and Contra Costa Counties
- Provide Zoom management, note taking, and other meeting support tasks for Regional Policy Committee, Berkeley Committee, or other policy committees, as needed
- Pivot, as needed, to participate in a range of coalitions, campaigns, and committees in order to help balance overall Policy Team coverage of “3 Ps” advocacy across the East Bay
- Other issues TBD depending on the candidate’s previous experiences, networks, competencies, and interests

Key Skills and Qualifications

- Experience reading, analyzing, and advocating for state and local legislation; comfort with legal and policy language, and the ability to translate between technical and popular audiences
- Knowledge of the social and technical issues surrounding affordable housing, housing elements, transit-oriented development, or other local land-use planning for affordable communities
- Experience analyzing housing, community development, and other urban issues through an equity lens as well as advocating for racial and economic justice in these or related fields
- Ability to work in cross-race, cross-class, and cross-interest team and coalition spaces in an equitable and productive manner
- Excellent writing skills and keen attention to details
- Ability to build and maintain new spreadsheets or databases as well as follow existing organizational templates
- Ability to be flexible with changing priorities and tasks
- Comfort working on a team and independently; experience working effectively with a remote team. While our work is currently entirely remote, due to the local nature of our work we prefer applicants to live in or have a strong connection to the East Bay (Alameda and Contra Costa Counties).

EBHO is an equal opportunity employer that does not discriminate on the basis of race, religion, disability, gender, nationality, ethnicity, sexual orientation, or any other category. We strongly encourage people of color, LGBTQIA+ persons, people of different levels of physical ability, people with diverse national and class origins and all qualified persons to apply for this position.

Compensation: This is a temporary, non-exempt, hourly position that does not provide benefits. Hourly wage ranges from \$28-\$32 depending on experience.

To apply: Please send a resume and tailored cover letter in a single PDF with your name and the position title in the file name (NAME_Policy Position) to Alex Werth at alex@ebho.org. Applications will be accepted on a rolling basis, but we plan to finalize our hiring process by Mid-May.