

JOB ANNOUNCEMENT NARRATIVE SPECIALIST - FULL-TIME

The Non-Profit Housing Association of Northern California (NPH), an affordable housing advocacy membership organization based in San Francisco and working throughout the nine-county Bay Area and statewide, is recruiting a Narrative Specialist to join our team. This person will be responsible for implementing narrative strategy to advance housing and racial justice in the San Francisco Bay Area.

Founded in 1979, NPH activates our members to make the nine-county Bay Area region a place where everyone has an affordable and stable home. We represent thousands of affordable housing developers, advocates, community leaders, and businesses working to secure resources, promote good policy, educate the public, and support affordable homes as the foundation for thriving individuals, families, and neighborhoods. We have a record of success passing legislation and winning ballot measures, and offer critical programs to strengthen our industry and movement. NPH is dedicated to advancing racial and economic equity and inclusion in the communities we serve, in our organization, and in the affordable housing industry and movement.

NPH is an Equal Opportunity Employer

NPH is committed to creating a diverse, equitable, and inclusive workplace and is proud to be an equal opportunity employer. We strongly encourage women, people of color, LGBTQ persons, people of different levels of physical ability, and all qualified persons to apply for this position.

Job Summary

The Narrative Specialist will be responsible for implementing narrative strategy to advance housing and racial justice in the Bay Area. This person will play a key role in supporting "Shift the Bay," an initiative anchored by NPH. The Shift the Bay initiative is a collaborative of 18 organizations and a consultant team, that seeks to deliver tactics and messages that will help our movement drive new narratives around affordable housing. This person will also support the development of content, trainings, and resources that can help embed narrative strategy at NPH and across our membership and coalitions.

This is an exciting opportunity for someone who is enthusiastic about advancing narrative strategy using a diverse skill set and through a range of duties and responsibilities, spanning digital engagement, messaging know-how, coalition organizing and outreach, and some light logistical/administrative support.

This is a full-time, exempt position that reports to NPH's Communications Director.

Duties and Responsibilities

- Support NPH-anchored [Shift the Bay](#) initiative **(50%)**, including:
 - Managing and growing coalition engagement through Slack, website, and email program;
 - Introducing new partners to the initiative through presentations and direct outreach;
 - Tracking consultant deliverables and outputs;
 - Logistical and administrative support for collaboration and consultant meetings, initiative convenings, trainings, and other events.

- Offer collaborative communications support within the NPH communications team, organization, membership, and coalitions, bringing narrative expertise and lens to content development, from drafting to review **(35%)**
 - Digest and apply narrative recommendations coming out of Bay Area Shift the Bay initiative's research and playbook;
 - Help draft, create, implement, execute, track, and evaluate communications tasks as-needed. Potential ad hoc communications projects could include: Providing support for in-house publications, offering message guidance, reviewing or creating materials, and other communications tasks.

- In partnership with colleagues and consultants, develop and execute narrative trainings and materials for NPH members and staff **(15%)**
 - Support application and implementation, including explaining what is narrative (and what it is not), how it works, and what it looks like in practice;
 - Work with colleagues to identify trends, best practices, and cutting-edge strategies to help our teams, members and partners become more effective communicators on housing and racial justice.

Necessary Skills and Qualifications

Please note that candidates need not have all of the below in order to be qualified for this position. A strong candidate will match at least 80%.

- Commitment to housing justice and racial justice and/or lived experience of housing and racial justice;
- Strong communications background, with minimum 2 years professional communications, messaging, and/or outreach responsibilities as a main function of previous position;
- Knowledge and ability to apply and implement narrative shift strategy. This ability would likely come from a minimum of 2-3 years of experience in: organizing, multi-year advocacy campaigns, narrative strategy, arts and culture, and/or comparable experiences;
- Experience facilitating meetings and presenting/speaking on behalf of a professional organization;
- Strong writing and copy editing skills;
- Curriculum curation and/or development for trainings and workshops, especially on organizing, advocacy, and/or messaging;
- Team player;

- Strong organizational skills;
- Knowledge of and experience with housing policy, legislative process, electoral campaigns, and/or regional and local governance;
- Aptitude for learning and prioritization;
- Experience with communications and engagement needs of membership organizations, advocacy organizations, and/or coalitions.

Compensation & Benefits

Salary range is \$60,000 to \$85,000, DOE. This position is an exempt, full-time position. NPH offers an excellent benefit compensation package including medical and dental insurance, paid vacation, holidays and sick time, a retirement savings plan, and commuter subsidy benefit.

NPH supports staff in pursuing a healthy work-life balance and offers professional development opportunities to all of our team members.

Telecommuting option: Please note the NPH staff is currently working remotely, due to COVID-19 (with a few minor exceptions). After the NPH offices reopen, this position may be able to offer a telecommute option for some portion of this work; some in-office days will be required.

Application Process

Applicants should submit a resume, a cover letter laying out your direct experience and skills for this position, and up to 3 samples of your work that illustrate your fit for this position.

Email all materials to info@nonprofithousing.org with the subject line: Narrative Specialist. Applications will be accepted until the position is filled. **We will begin reviewing applications on August 30.**