



## **Policy Associate Program Manager**

### **About California Coalition for Rural Housing (CCRH)**

CCRH is a statewide nonprofit organization that works to ensure affordable housing opportunities for low-income households in California. Formed in 1976, CCRH is one of the oldest state low-income housing coalitions in the country. Through advocacy, community organizing, technical assistance, leadership development, research and education, our goal is to make the case for rural housing improvement and strengthen the capacity of the nonprofit and public sectors to provide affordable housing and related facilities.

### **Position Summary/About the Position**

The CCRH Policy Associate Program Manager will be responsible for carrying out CCRH's activities to support CCRH's mission and programming by providing affordable housing and community development related policy advocacy. This position will lead CCRH efforts to build the rural housing coalition in Greater San Francisco Bay Area counties and connect these organizations and individuals with the larger statewide rural housing coalition. Based in Sacramento, this position will support CCRH's policy advocacy through policy research and development, multi-sector coalition-building, and grassroots community engagement, organizing, and empowerment.

This position reports to the Director of Policy and Research.

### **Essential Responsibilities and Tasks**

#### **Policy Development – (60% time)**

In Coordination with Other CCRH Staff:

- € Identify policy and program priorities in partnership with CCRH staff and board members
- € Develop and implement campaign plans for each policy and program priority
- € Conduct policy analyses and draft written materials, including correspondence, to further campaign plans
- € Support policy advocacy efforts, including repeal of Article 34, State housing bond propositions, and lowering the voter threshold for local housing bonds
- € Collaborate with partner organizations to broaden and deepen the network of stakeholders promoting affordable housing for farmworker, tribal, and/or rural residents of the Greater Bay Area
- € Develop and present oral testimony at workshops, hearings, and meetings

- € Analyze, coordinate, and prepare CCRH written comments in response to federal and state housing agency proposed rule changes.
- € Participate in work-group meetings hosted by federal, state, regional, and local agencies that address affordable housing concerns
- € Coordinate with other CCRH programs to identify opportunities for participation by local governments, organizations, and community activists
- € Work with Operations Director and Communications Director to use social media to advance housing policy priorities
- € Represent CCRH in statewide and regional coalitions

### **Policy Research (30% time)**

In Coordination with Other CCRH Staff:

- € Develop network for information dissemination and participation in relevant conversations regarding affordable housing including NationBuilder or other CRM platform
- € Provide advocacy and support for housing and community development initiatives that align with the overall mission of CCRH
- € Expand engagement of rural local governments, elected and agency officials, lenders, grassroots and BIPOC-led organizations, affordable housing advocates, and others in CCRH initiatives
- € Help expand CCRH membership by rural local governments, elected and agency officials, lenders, grassroots and BIPOC-led organizations, affordable housing advocates, and others
- € Identify and support issues trending in rural communities that promote or enhance affordable housing development

### **Shared Office and Communications Responsibilities/General Admin (10% time)**

- Assist CCRH is accomplishing its overall mission
- Assist CCRH in improving internal and external processes for greater efficiency and effectiveness
- Assist in coordinating mission-driven activities and events
- Other duties as assigned

### **Required Education and Experience**

- A minimum of a bachelor's degree in urban planning, public policy, community development, or a related field
- 3-5 years of experience working in policy development regarding housing development, planning, economic, development, community development, or a closely related field.
- Advocacy experience, preferably with affordable housing or related social equity issues
- Experience working in diverse communities with strong cultural competency skills
- Developed research, analytical, and writing skills
- Strong communication skills with ability to foster strong relationships with key stakeholders and decision-makers
- Advanced computer skills in the MS Suite of programs

**Preferred Skills**

- Experience working in the nonprofit and/or government sectors
- Training and organizing experience working with a diverse range of populations and communities
- Familiarity with tribal and farmworker housing
- Conversant in Spanish or other languages
- Experience lobbying or working in an advocacy position

**Attributes**

- Commitment to low-income communities and communities of color
- Adaptable, flexible, and capable of working both independently and in team environments
- Entrepreneurial and self-motivated
- Ability to manage multiple projects simultaneously
- Highly organized, with keen attention to detail

**Currently this position is remote from home, however, this position requires access to reliable transportation and future time in the downtown Sacramento office multiple days a week.**

**This position is contracted for two years to begin with the possibility for extension.**

**Salary Range:** \$60,000 - \$75,000 annually. This is an exempt position.

**Benefits package includes:** health insurance (with vision and dental), retirement plan, and generous paid vacation and personal days. CCRH is an Equal Opportunity Employer and considers all employees and job applicants without regard to race, religion, color, gender, age, national origin, disability, veteran status, sexual orientation or marital status, or any other status protected by the law.

We strongly encourage BIPOC, people of diverse gender identities, women and LGBTQ+ persons to apply.

To apply, please send PDF of resume and a cover letter to [andrea@calruralhousing.org](mailto:andrea@calruralhousing.org) with the subject: POLICY ASSOCIATE PROGRAM MANAGER