



Job Announcement

Communications and Operations Associate Full-time 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 400 organizations and community leaders advocating for affordable housing development and just policies at the local and regional level.

Job Summary

EBHO has developed a reputation as one of the most effective advocacy organizations in the Bay Area, and we are hiring! We are seeking someone who cares about making a difference for the many people experiencing the East Bay's affordable housing and displacement crisis, and who wants to work at the challenging but rewarding intersection of policy and organizing. The successful candidate will focus on communicating our message and enhancing our education and advocacy work through various communications channels and events. They will fit in with and support our small and tight-knit staff team, as well as our dynamic and diverse network of members and partners. Working with EBHO means working with the best affordable housing experts and advocates in the Bay Area and being connected to an inspiring group of community-based-organizations, mission-driven housing providers, grassroots advocates and resident leaders. Our team is diverse but united in our passion for social justice and our desire to make sure that everyone has a quality and affordable place to call home. We work hard but we are a workplace that values balance, self-care, family and community.

The ideal Communications candidate will have experience in the field of housing and community development or related nonprofit/advocacy work, excellent written and oral communication skills, show capability in project management and time management, be creative, passionate, and detail oriented; and show a commitment to quality work and social justice. The Associate will assist EBHO with various communications and administrative projects, as described below. EBHO provides an exciting opportunity for a self-motivated and creative individual committed to affordable housing, community development and the non-profit sector. The Communications and Operations Associate is a full-time, exempt employee.

The Communications and Operations Associate will report to the Membership and Operations Manager and will work closely with all members of our small and tight-knit team.

Duties and Responsibilities:

Communications

- Plan and implement EBHO's e-communications and social media programs, creating and sending emails to members, posting on Facebook and Twitter, etc. in consultation with other staff.
- Organize, gather and edit editorial and photo content for our Annual Affordable Housing Guidebook
- Review and revise content on www.ebho.org; be primarily responsible for updates to content on the website.
- Develop strategic and tactical messaging and create case statements, in consultation with other staff.
- Respond to or route media inquiries and develop relationships with journalists, as well as information for media inquiries
- Assist with creation and dissemination of other communications materials such as flyers or reports.
- Other communications tasks might include: creating Salsa forms on website that link with our database to track RSVPs for events, organizing and archiving photos, helping to develop strategic messaging, document design, etc.

Operations & Membership Support

- Maintain and update database records in our Salsa database, including data entry of members and contacts, recording membership payments and other contributions, and creating contact lists.
- Assist with general administrative needs including opening and distributing mail, occasional mailings and electronic communications.
- Assist with financial processing including logging checks received, noting donations, and issuing thank you letters and receipts.
- Assist with project and office tasks such as photocopying, organizing supplies, ordering food for meetings and other logistical tasks.

Skills and Qualifications:

- A demonstrable interest in or experience with affordable housing or community development, community organizing, government, or 501(c)3 advocacy organizations
- Demonstrated ability to work professionally within a team and with external organizations and individuals
- Demonstrated collaboration, teamwork, and team-building skills
- Strong verbal and written skills to communicate effectively with a wide and diverse range of people
- Experience with social media, writing, content management, document design or related skills

- Well-organized, possessing project management and time management skills, detail-oriented, flexible, patient, a quick learner and ability to multi-task in a fast-paced and professional team environment
- Commitment to racial and economic diversity, social justice, affordable housing advocacy and community organizing

Salary and Benefits:

This is a full-time, exempt position. Salary of \$55,000-\$60,000 dependent on experience. This position includes medical benefits, and paid leave.

To apply:

Please send a resume and a thoughtful cover letter to Kiki Poe at kiki@ebho.org with “Application – Communications & Operations Associate ” in the subject line. Please combine your application documents into one word or one pdf document, with your name in the file name.

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 women, people of color, LGBTQ persons, people of different levels of physical ability, and all qualified persons to apply for this position.