**East Bay Housing Organizations**

**Campaign Strategy Coordinator**

Full-Time, exempt - $65,000-80,000 Dependent on Experience

Hybrid Remote/In-person, based in Oakland, California

East Bay Housing Organizations (EBHO) is a member-driven organization that preserves, protects and creates affordable housing opportunities for low-income communities through education, advocacy, organizing and coalition building.

**Job Summary**

EBHO is seeking someone who cares about making a difference for people experiencing the region’s affordable housing and displacement crises, working at the intersection of policy and organizing. The ideal candidate will plan and advance winning campaigns.  They will shape and plan strategy as well as coordinate day-to-day tasks. They will advance internal coordination between our Policy and Organizing teams, and support external outreach to stakeholders and decision makers to win housing policies.  The Coordinator will support and be supported by our small and tight-knit staff team, as well as our dynamic and diverse network of members and partners. They will work with the best affordable housing experts and advocates in the Bay Area and connect with community-based-organizations, mission-driven housing providers, grassroots advocates, and affordable housing resident leaders.  Our 12-person team is diverse but united in our passion for housing justice and social justice.  We work hard and also value balance, self-care, family and community.

The Campaign Coordinator reports to our Executive Director, so that they can work between and among all of the teams at the organization.

**Duties and responsibilities:**

* Lead campaign planning, including working to prioritize and plot out campaigns, develop goals and strategies, and monitor progress
* Work with Lead Organizer, Communications Manager, Membership Director and Executive Director to develop mobilization and engagement strategies across EBHO’s diverse membership
* Serve as connector between Policy and Organizing Teams, helping both Teams develop integrated campaign activities
* Support Organizing Team in developing and carrying out leadership development programs and recruitment/expansion of our base of affordable housing resident leaders
* Develop and execute strategy for ongoing relationship-building with local elected officials; and support electoral and get-out-the-vote efforts by organizing team.
* Track 501(c)3 electoral compliance and lobbying for the organization

**Qualifications/Required Skills:**

* At least 3 years of relevant workplace or lived experience in community-oriented or social justice work, such as in policy advocacy, legislative work, labor or base-building organizing, electoral campaigns, or volunteer work (organizing with a school, faith-based or grassroots group, etc.)
* Demonstrated success in planning and leading group or coalition campaigns or projects to bring people together around a common goal
* Comfort working within the pace and structure of a progressive and professional non-profit environment, including working during regular day-time business hours, meeting deadlines, being responsive via written/online communication tools, participating in Zoom and in-person meetings, managing administrative responsibilities, etc.
* Experience or readiness in creating and managing detailed work and action items through documentation and tracking tools like spreadsheets, written project plans, shared documents, calendars, etc.
* Ability to take initiative, complete tasks quickly, execute on a plan, and collaborate with others efficiently and effectively
* Demonstrated experience and skill working in and with racially and economically diverse populations and diverse communication and work styles

**Additional desired attributes (“pluses”)**

* Understanding of community dynamics, history, and political landscape in the Bay Area, particularly Alameda County and Contra Counties *and/or* key cities such as Oakland, Berkeley and Concord
* Demonstrated interest in and knowledge of affordable housing issues and policy and/or land use, community development, city planning etc.
* Experience with electoral campaigns and/or community benefits campaigns
* Knowledge of strategic community organizing tools and tactics, such as power mapping
* Comfort working with and talking to new people and engaging in recruitment and outreach
* Familiarity with non-profit advocacy strategies and 501(c)3 lobbying rules for non-profits
* Understanding of local or state legislative processes (ordinances, bills, etc.).
* Knowledge of digital organizing or online mobilization tools, including social media, voter engagement and identification tools, etc.

**Hybrid Work and On-Site Safety:**

EBHO’s staff are currently primarily working remotely, with an expectation that full-time staff work in our spacious downtown Oakland office at least one day a week to facilitate collaboration with the understanding our goal is to return 2-3 days per week. Schedules are flexible to some extent, but staff are expected to be generally available and responsive during day-time hours of 9-5.  Permanent employees must reside in the state of California.  While much work can and will be performed remotely, employees must live within reasonable commuting distance of Oakland to take part in on-site work and events as needed, and to be connected with the community we serve.  EBHO follows all Alameda County public health guidance, currently requiring masking, vaccination, and social distancing in the office and at events. We require employees to provide proof of up-to-date vaccination against COVID-19, unless they can provide documentation for a medical exemption.  We may adjust our hybrid work schedule and expectations as public health conditions change.

**Compensation:**

EBHO is a small organization with a transparent salary structure. Starting salary for this mid-level position is between $65,000-80,000 annually, dependent on experience.

EBHO offers a generous benefits and leave package including 14 paid holidays, 5 personal/floating days, sick leave, ability to accrue 2-4 weeks of vacation depending on tenure, opportunity to participate in 401(k) plan with employer match, and 100% of premium paid on employee basic dental and health care plans (we do not pay for dependent premiums).

**To Apply:**

Please send a PDF of your resume and a thoughtful, tailored cover letter to [staff@ebho.org](mailto:staff@ebho.org) with the subject line “Campaign Strategy Coordinator Application.”

***EBHO is an equal opportunity employer that does not discriminate on the basis of race, religion, disability, gender, nationality, ethnicity, sexual orientation, age, or any other protected category. We strongly encourage all qualified persons, including women, people of color, LGBTQ persons, and people of different levels of physical ability, to apply for this position.***