

## **East Bay Housing Organizations**

### **Policy Associate**

**Full-Time, Exempt – \$65,000 - \$75,000 DOE**

**Hybrid Remote/In-Person, Based in Oakland, California**

East Bay Housing Organizations (EBHO) mobilizes the power and wisdom of its members to produce, preserve, and protect affordable housing opportunities for low-income communities in the East Bay. This dynamic non-profit membership organization includes over 400 organizations and community leaders advocating for affordable housing development and just policies at the local, regional, state, and federal levels. We are seeking someone who cares about ensuring a racially and economically just East Bay where everyone has a safe, stable, and affordable home.

#### **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. Embracing the comprehensive framework of advancing the 3 Ps: production of new affordable housing, preservation of existing affordable homes and neighborhoods, and protection of low-income tenants from displacement. The Policy Associate will support our four-person policy team on a variety of campaigns, coalition/partnership-building work, and other advocacy that advances EBHO's mission on the local, regional, state, and federal levels, with an emphasis on Concord and Contra Costa County.

The Policy Associate will support, and be supported by, our small and tight-knit team, as well as our dynamic and diverse network of members and partners. They will work with the 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 and tenant leaders. Our 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.

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

#### **Duties and Responsibilities**

- Represent EBHO at the local level in Concord and Contra Costa County, including in various coalition settings and campaigns. This includes testifying at local hearings, submitting public comments, and mobilizing members and allies through a range of advocacy tools. Support Policy Manager with EBHO's Concord Committee.

- Monitor Housing Element Annual Progress Reports (APRs) 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 Policy Manager in tracking, analyzing, and reporting on state housing legislation that advances the 3 Ps and aligns with EBHO’s Strategic Plan, with a strong racial and economic equity lens.
  - Monitor bill amendments and progress through the State Legislature
  - Attend and represent EBHO at statewide or regional coalition meetings
  - Organize annual legislative meetings with East Bay Legislators, and coordinate with the Organizing Team and the Resident Community Organizing Program
  - Update EBHO’s Legislative Bill Tracker
  - Along with other members of the Policy Team, present bill information to the Regional Policy Committee to consider endorsement
  - Along with other members of the Policy Team, write and submit position letters on key legislation
- Provide Zoom management, note-taking, and other meeting support tasks for the Regional Policy Committee, Berkeley Committee, Concord Committee, and other policy committees, as needed.
- Maintain EBHO’s internal tracker for weekly meeting agendas for City Councils in key cities (e.g. Oakland, Berkeley, Concord, Alameda) and Board of Supervisors in Alameda and Contra Costa Counties.
- Maintain EBHO’s internal nonprofit affordable housing developer directory.
- Occasionally support in following affordable housing and tenant protections work on the federal level, and participating in federal advocacy.
- Pivot, as needed, to participate in a range of coalitions, campaigns, and committees to help balance overall Policy Team coverage of “3 Ps” advocacy across the East Bay.

### **Key Skills and Qualifications**

- A strong commitment to racial, economic, social, and housing justice
- A proven ability to work equitably and productively in racially and economically diverse teams, communities, and coalitions. A track record of developing and maintaining strong working relationships with members and partners
- A demonstrated 1-2 years of experience, whether professional, academic, or personal, in policy and organizing. We highly encourage applicants to elaborate in their cover

letter.

- Excellent writing, communication, and research skills with a keen attention to detail
- An ability to be flexible with changing priorities and tasks in a fast-paced environment
- Comfort working within the pace and structure of a progressive and professional non-profit environment, including working during regular day-time business hours and occasional evenings and weekends as needed, meeting deadlines, being responsive via written/online communication tools, participating in virtual and in-person meetings, managing administrative responsibilities, etc.
- Comfort working on a team and independently; experience working effectively with a hybrid team. 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)

### **Desired Attributes (“Pluses”)**

- 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 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
- 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
- Bilingual proficiency, particularly in Spanish and Chinese

**Hybrid Work and On-Site Safety:** EBHO’s staff are currently working in a hybrid environment, with an expectation that full-time staff work in our spacious downtown Oakland office at least two days a week. Schedules are flexible to some extent, but staff are expected to be generally available and responsive during daytime hours of 10-5. Permanent employees must reside within the Bay Area.

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 currently requires masking and vaccination as we work in the office. 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 needed or for public health conditions.

**Compensation:** EBHO is a small organization with a transparent salary structure. The starting salary for this position is between **\$65,000 and \$75,000** annually, dependent on experience.

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

**To Apply:** Please send your **resume** and **thoughtful, tailored cover letter** in a single PDF with your name and the subject line “Policy Associate Application” to Megan Nguyen at [megan@ebho.org](mailto:megan@ebho.org).

***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.***