



## **COHHIO Seeks Housing Policy Associate**

COHHIO seeks a Housing Policy Associate responsible for identifying, analyzing, advocating, and engaging its network in action on federal and state policy and regulatory activities related to COHHIO's mission and priorities. The policy associate will report to the Executive Director. The position is located in Columbus, OH but COHHIO will be flexible about location for the first year.

The Housing Policy Associate will:

1. Monitor legislative, regulatory, and administrative developments, as well as other activities or events of interest at the federal and state levels related to housing and homelessness issues.
2. Help develop policy strategies and advocate for COHHIO's positions before members of Congress/Legislature and the Administration by drafting letters, scheduling and participating in meetings, and preparing and sending communications to Congress, State Legislature, Administration officials, and their staff.
3. Complete outreach to communities across the state to help build and foster COHHIO's advocacy network. Work with tenant, resident leaders and local organizations to gather practical and actual stories and testimonials that support advocacy efforts.
4. Assist in scheduling meeting with key legislative and congressional contacts.
5. Develop advocacy materials that translate pending proposals and actions into an accessible and understandable format, including factsheets, briefs, white papers, testimony, and other resources.
6. Liaison with national partners in order to customize their data and materials to Ohio.
7. Represent COHHIO before selected national and state partners.
8. Coordinate and facilitate working groups, prepare materials, and make presentations. Attend meetings and events of other stakeholders as needed.
9. Develop advocacy communications (alerts, newsletters, fact sheets) for a wide variety of COHHIO partners and stakeholders.
10. Plan and implement briefings, dialogues, webinars and other informational forums on issues related to COHHIO priorities and initiatives.
11. Monitor and provide updates for the COHHIO website.
12. Maintain, update and utilize advocacy outreach technology.
13. Participate in staff meetings, trainings, and all necessary COHHIO events.
14. Other duties as assigned.

### **QUALIFICATIONS:**

At a minimum, bachelor's degree in Public Policy, Public Administration, Community Planning and Development or related area. Applicants should have at least two years of experience in public policy or legislative affairs, affordable housing, homelessness, fair housing, or social service delivery. A commitment to social justice as it applies to COHHIO's mission is expected. Candidates should be able to work in a diverse, fast-paced environment and have strong writing and editing skills, oral and interpersonal communications, organizational skills, and attention to



detail. Applicants should also be able to show proficiency in the use of various software applications and social media platforms.

COHHIO is committed to cultivating and preserving a culture of equity and connectedness. We are able to grow and learn better together with a diverse team of employees. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression, and talent that our employees invest in their work represents not only part of our culture, but our reputation and achievement as well. In recruiting for our team, we welcome a diverse range of backgrounds and experiences. COHHIO especially welcomes applications from individuals with lived experience related to our mission.

Salary ranges from \$35,000-\$50,000 based on experience. COHHIO also offers a generous benefits package.

**Applying for this position**

1. Sent via email to [douglas.argue@cohhio.org](mailto:douglas.argue@cohhio.org)
2. Subject line should read: Public Policy Associate
3. Attach both resume and cover letter in PDF format
4. Applications received not following above instructions will not be considered

COHHIO will acknowledge receipt of your submission.

**COHHIO posted this position May 3, 2021 and will accept applications until the position is filled.**