



HOUSING SENIORS | CREATING HOPE | PILOTING CHANGE

POLICY AND SYSTEMS ADVOCATE

POSITION DESCRIPTION

POSITION TITLE

Policy and Systems Advocate

POSITION OVERVIEW

The Policy and Systems Advocate develops and implements strategies, campaigns, and initiatives to promote awareness of senior housing issues. Manages the development and implementation of housing advocacy and public policy strategies for NWPP, implementing NWPP's advocacy and engagement objectives. The position is responsible for policy analysis; review and analysis of systems related to housing services, programs, and policies; advocacy; advocacy education for the community; and coalition-building efforts to increase investments in and solutions for NWPP clients and programs.

REPORTS TO

Executive Director

RESPONSIBILITIES

- Actively track local, state, and federal policies that impact low-income seniors in Multnomah County.
- Monitor the external environment to evaluate the current climate that could impact the low-income older adult community.
- Provide clear analysis and strategic recommendations on policy and advocacy issues to the Executive Director.
- Research and develop strategies to update or implement new regulations and policies to improve senior housing
- Coordinate activities dedicated to increasing housing opportunity through advocacy for resources and policy tools at the county and city level
- Engage with community partners to improve social services and housing opportunities for low-income seniors in Multnomah County.
- Build and manage relationships and strengthen partnerships with external stakeholders, including Oregon Housing and Community Services, Business Oregon, the Oregon Health Authority, Multnomah County, City of Portland, among other critical agencies, and with legislative staff, and key individuals within administrative agencies including elected officials.

- Assist with bi-annual meetings of the Housing Partnership Workgroup. Support activities including the mailing list, solicit participation and feedback from key community partners, coordinate relevant agenda topics, facilitate meetings, complete accurate reports for the funder and ensure compliance with all other requirements of funder contract.
- Oversee budgets, report writing, record keeping, and tracking of Advocacy and Public Policy program outcomes.
- Prepare talking points, fact sheets, and action alerts for policy campaigns.
- Work closely with NWPP Communications Specialist to craft talking points, blog content, other advocacy related content for NWPP assets.
- Create opportunities for community members, particularly those from underserved communities, to become involved with housing issues and advocacy.
- Engage in meaningful training, self-examination, and action directed at promoting diversity, equity, and inclusion on institutional, interpersonal, and intrapersonal levels, particularly in the areas of race and ethnicity.
- Attend agency staff meetings and other relevant community training and workshops.
- Other duties as requested.

REQUIRED QUALIFICATIONS

- Minimum 2 years' experience in policy, promotional and advocacy work, including planning, managing, and implementing advocacy projects.
- Minimum of one year of experience directly providing social services or case management to low-income households.
- Excellent interpersonal skills.
- Passion for serving and support older adults.
- Ability to pass a background check.
- Must adhere to agency's personnel policies.

PREFERRED QUALIFICATIONS

- Expert understanding of affordable housing policy and financing.
- Experience with administrative and legislative advocacy.
- Knowledge of and experience with effective programmatic solutions and political responses to homelessness.
- Experience working with community-based organizations, social service agencies, community organizing and diverse coalitions.
- Knowledge of Oregon government policies and procedures and in-depth knowledge of legislative and regulatory processes.
- Bachelor's degree in management, development studies, public policy, or related areas.
- Ability to multi-task, meet deadlines, and maintain a sense of humor.
- Excellent analytical, research, writing and verbal communication skills.

This job description does not constitute a contract of employment.

Northwest Pilot Project is an Equal Opportunity Employer