



Compensation

Full Time position— 40 hours/week. \$20 to \$22/per hour (\$41,600 to 45,750 per year), depending on experience and skill set. Health, vision, and dental insurance; annual 401K contributions; transit pass or parking; paid vacation and paid sick leave; paid holidays.

Neighborhood Partnerships is an Equal Opportunity Employer and encourages applications from people of color, LGBTQ people, women, and people with disabilities.

Location and Schedule

The Legislative and Communications Advocate works from our Portland office, with a great deal of out of office and statewide work. During the Legislative session, this position will work in Salem most days. This position is primarily external facing – they will work with partner organizations, coalition members, program participants, allies, board members, legislators, and decision makers. The position will spend a significant portion of their time in meetings with these partners, gathering input and feedback, and building consensus and support. Neighborhood Partnerships strives to value work-life balance, but we recognize that work-life balance during a Legislative session may be difficult.

About Neighborhood Partnerships

Neighborhood Partnerships (NP) has worked for 30 years to create a better Oregon, one in which we all can achieve housing stability and build financial security. We work as policy advocates, coalition conveners, and program administrators to increase resources, improve public policy, and spark innovation and collaboration. We believe in values based communications, and use this as a strategy throughout our work to advance the policy change our communities seek and need.

NP manages the Oregon Individual Development Account (IDA) Initiative. We raise funds, collect data and oversee the IDA-related work of ten non-profit direct service partners. Through our Initiative partners, IDAs are available statewide at over 75+ local non-profits. With an IDA, Oregonians with low incomes have their savings for an education, home, small business or other investment matched by funds generated through an Oregon state tax credit. The partners within the Oregon IDA Initiative and NP staff are responsible for building consensus around our legislative agenda. In the 2020 and 2021 Legislative session, the IDA Initiative will be seeking to advance policy proposals to expand and continue the work of the Initiative.

Since 2004, NP has convened the statewide Oregon Housing Alliance. The Housing Alliance is a coalition of more than 90 organizations who come together with the belief that everyone needs a safe, stable, and affordable place to call home. The Housing Alliance is a legislative advocacy coalition, which works to advance housing opportunity at our state capital in Salem, and at the federal level. The Housing Alliance has issue-area workgroups, which lead the way to identifying potential policy solutions for the housing challenges currently facing our communities. The Housing Alliance makes decisions about their legislative agenda collectively, with staff playing a strong role in facilitating decision making.

NP is a team of about a dozen employees, committed to building a more equitable Oregon. We are committed to devoting dedicated time and resources at every level of the organization to address disparities based on identity and to apply an equity lens to all decisions, programs, and policies.

About this position

This position will play a key role in NP's work in the State Legislature, and communicating about the importance of policy change. This position will support major legislative work planned for 2020 and 2021 to increase access to financial stability and housing opportunity, and will work on issues including asset building, housing stability, and more. This position will support coalition efforts to create legislative change. This position will work with people directly impacted by financial and housing instability to help ensure their voices are heard by policy makers, the Legislature and the media. They will value the voices of impacted communities in policy making and will be able to distill complex policy and political challenges for people who don't regularly track the Legislature. This position will understand the role of staff in supporting coalitions, and will have the patience needed to support coalition work. They will be energized by policy change in the legislature, and have both an attention to detail and willingness to work hard to thoroughly address a diverse range of questions, circumstances, and challenges during the session. This person will be an excellent communicator and work well as part of a team.

Job functions:

Policy: Help to advance housing opportunity and asset building for Oregonians with low incomes

- Under the supervision and in close coordination with the Policy & Communications Director, work with the Housing Alliance workgroups and membership to develop, refine, and prioritize a Housing Opportunity policy agenda
- Research and develop policy proposals in conjunction with Housing Alliance workgroups subject matter experts, and legislators
- Work closely with the Organizer to support policy engagement of people directly impacted by housing instability and homelessness
- Under the supervision of, and in close coordination with the Director of Economic Opportunity, work with the IDA Initiative, partners, and others to develop and advance an asset building policy agenda
- Understand how to determine and reflect the position of an advocacy coalition, and how to gather feedback as policy proposals change during the legislative process
- Develop and maintain strong working relationships with legislators and allies
- Support the engagement of members and partners in advocacy, prioritizing, and decision making
- Support members and partners in development of legislative relationships
- Use equity centered collaborative design processes to refine policy proposals
- Staff committees, work groups, and member meetings. Manage logistics, take notes, and be willing to enjoy the smaller tasks like setting up tables, cleaning up after a meeting, and worrying over the details of a meeting
- Track legislative activity and committee action
- Support, help, plan and execute lobby days, hearings, coalition meetings, and other events

Communications: Develop and maintain social media, newsletter, and other means of communicating with members, partners, and supporters

- Write and edit newsletters, written updates, and policy briefs
- Help develop issue guidelines to shape and direct social media content
- Develop and publish social media content using issue guidelines
- Support members, partners, and others in executing communications plans
- Distill complex policy and political concepts and challenges into simplified language
- Help with developing messaging and train partners and advocates on strategic communications.

Skills and Experience Requirements

Core competencies:

The ideal candidate will:

- Have experience working in the Oregon Legislature to advance a policy agenda
- Have experience working in coalition with a range of organizations and partners, with a range of backgrounds, skills, expertise, and experience
- Be able to communicate complex ideas in a compelling and approachable manner via social media, newsletters, in person and in multiple formats
- Be able to clearly communicate with coworkers, supervisors, members, partners, and allies about what's happening in the rapidly changing environment of the Legislature, and gather input and feedback
- Have patience with a coalition process
- Be organized, detail oriented, and have a track record for follow through
- Be able to motivate and support individuals from a diverse array of backgrounds and experiences as they build skills in advocacy and policy
- Be able to manage and facilitate group processes and discussions and move groups to decision making and coordinated action

A plus, but not required:

- Bi-lingual, bi-cultural experience, and/or experience working with people experiencing disabilities
- Experience with news media

To apply

Our review of candidates will begin on October 31, 2019. We will accept applications until the position is filled. Please send a resume and a cover letter to info@neighborhoodpartnerships.org with the job title in the subject line. Please include responses to the following questions in your cover letter:

1. Neighborhood Partnerships has a commitment to building a more equitable Oregon. How do you think representation in policymaking, in coalitions, and in the Legislature helps advance racial equity? How have you experienced the benefits of representation in policy work?
2. Why are you interested in this position? How does work to create housing opportunity and financial security in Oregon build on work you've done previously in Salem?
3. From where did you learn about this job posting?

Equity

Neighborhood Partnerships is a mission driven organization committed to equity and inclusion. New hires participate in onboarding training in equity and inclusion, and all staff participate in ongoing professional and personal development related to equity and inclusion.

Due to the nature of our work, we require a post-offer criminal background check.