

# Neighborhood Partnerships

## Neighborhood Partnerships Job Description

Position Title: Organizer

Reports To: Deputy Director, Policy & Communications

Neighborhood Partnerships is seeking a new team member who will help us bring housing opportunity to more Oregonians. Together, we know we can implement policies at the state level which will expand access to affordable housing, bring stability to people who rent their homes, prevent and end homelessness, and help people access safety and stability through housing. To do this work, we are building a movement of concerned housing providers, service providers, allies, and others across Oregon who know that opportunity begins with a safe, stable place to call home. We are hiring an organizer who can bring together and empower people impacted by our housing crisis, people who have access to opportunity through affordable housing, and people experiencing housing instability and homelessness, to help bring their voices to the state Capitol to create meaningful and lasting change.

### **About Neighborhood Partnerships:**

Neighborhood Partnerships (NP) works across Oregon to increase access to opportunity. Founded in 1989, Neighborhood Partnerships is a statewide 501(c)(3) nonprofit organization that sits at the intersection of program delivery and policy change across a range of issue areas. We work collaboratively to catalyze and manage research-backed initiatives, systems, and policy changes that help Oregonians achieve housing stability and build financial security. We work as advocates, connectors, and program managers to increase resources, improve public policy, and spark innovation and collaboration.

Since 2004, NP has convened the statewide **Oregon Housing Alliance**. The Housing Alliance is a coalition of more than 80 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 capitol in Salem, and at the federal level.

### **Position Responsibilities and Essential Job Functions:**

This is a full time position with local and in-state travel, and occasional regional and national travel. The ability to work evenings and weekends occasionally is required.

**Conduct Membership outreach:**

- a. Build relationships with, and help develop and implement strategies to engage Housing Alliance members as advocates for housing opportunity (e.g., work with them to arrange meetings in-district with elected leaders; contact their legislators; write letters to the editor);
- b. Help develop and implement leadership development opportunities and trainings with and for Housing Alliance members, housing advocates, residents of affordable housing, and others;
- c. Help develop and implement Housing Alliance events; conduct and coordinate outreach to ensure strong participation in Housing Alliance events;
- d. Plan successful Housing Opportunity Days during the Legislative session in the Capitol that bring members, residents of affordable housing, and advocates to share their knowledge, passion, and commitment with Legislators;
- e. Empower residents of affordable housing communities and people with personal experience of homelessness through community organizing, advocacy, and civic participation to engage in strategy to advance local, state, and federal policy solutions;
- f. Engage nonprofit housing and service providers as critical partners in outreach, event planning, and turnout;
- g. Support new and developing advocates to engage with elected officials;
- h. Support new and developing advocates to participate in agenda setting process, policy development, and strategy to pass legislation;
- i. Support the creation of a resident-led workgroup to participate in the Housing Alliance; and
- j. Add support as needed to the organization's asset building policy efforts such as increasing participation in and expanding the Earned Income Tax Credit, and expanding successful programs such as the Oregon Individual Development Account (IDA) Initiative.

**Other duties:**

- a) Help in managing member communications, including email newsletter, website, and social media;
- b) Participate in staff meetings, training, and retreats;
- c) Participate in organizational efforts related to diversity, equity, and inclusion;
- d) Support fundraising to ensure the success of the Housing Alliance; and
- e) Other duties as assigned.

**Preferred qualifications and skills:**

- Four plus years of experience in community organizing;
- Some familiarity with affordable housing advocacy and policy;
- A commitment to social justice;
- Experience working with and in diverse low-income communities and communities of color;

- Experience working with communities or individuals who experience (currently or previously) housing instability;
- Strong commitment to and understanding of equity and inclusion work;
- Experience with leadership development programs, facilitating meetings and trainings, developing educational materials, and organizing community events;
- Effective interpersonal, oral, and written communication and presentation skills;
- Demonstrated ability to simplify complex themes and activities into a short, compelling presentation or written piece;
- Strong computer skills, including word processing, internet, social media, and communications. Salesforce experience a plus;
- Self-motivated, with the ability to work in a fast-paced collaborative and professional environment;
- Valid driver's license required (but owning a vehicle is not);
- Proficiency in another language is a plus; and
- Women and people of color are strongly encouraged to apply.

**Supervisory Responsibility**

Job has no supervisory responsibilities.

**Category:**

This is a permanent, full time position (40 hours/week). It is based at our Portland office. Candidates should have a willingness to work evenings and weekends, and some in-state travel is required.

**Compensation:**

\$40,000 to \$55,000 per year, depending on experience. Health, vision, and dental covered for employees; annual pension contributions; long term disability insurance; life insurance; transit pass; paid vacation and paid sick leave, paid holidays. Flexible schedule possible.

Consideration of candidates will begin July 2, 2018 and will continue until the position is filled. Interested candidates should send a resume and cover letter to Alison McIntosh at [amcintosh@neighborhoodpartnerships.org](mailto:amcintosh@neighborhoodpartnerships.org).

NP believes that every employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this job description is designed to outline primary duties, qualifications and job scope, but not limit the employee or NP to just the work identified. It is our expectation that every employee will offer his/her service wherever and whenever necessary to ensure the success of our mission. This information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

