



POLICY ASSOCIATE

The Housing & Community Development Network of New Jersey, the statewide association of housing and community development organizations, seeks a policy associate to join our dedicated staff for this **full or part-time position**. The successful candidate will have strong writing skills, demonstrated experience with policy analysis and advocacy, and a commitment to racial, economic and social justice. We actively seek professionals who have a proven ability to manage their time, execute deliverables and work well as part of a team. Our staff is comprised of lifelong learners, who demonstrate strong attention to detail and organization and meet deadlines while managing multiple projects. The Network offers flexible hours, family friendly work policies and opportunities to work remotely for many positions.

RESPONSIBILITIES:

- Working with the President, Vice President, Director of Policy and Advocacy (DPA) and other senior staff, help implement and amplify our policy agenda to create more affordable housing choices for New Jersey's residents
- Research, analyze and provide clear responses to policy inquiries for senior staff and Board of Directors, as directed
- Support relationships with legislators and other policymakers, identifying opportunities for Network members and staff to further our policy goals.
- Work with the DPA to organize and conduct policy and advocacy meetings as needed; help senior staff in developing testimony for public hearings and produce high quality written work in support of our positions, as needed, for other members of the organizational leadership.
- Support new and emerging Advocacy Teams and leaders, helping them to develop and carry out goals, define capacity building needs, issue engagement, and more.
- Assist in the planning and delivery of appropriate training/education program for advocacy for Network staff, members, and community members, including design and production of training materials
- Work with DPA, Senior Policy Advisor and others to organize the Network's statewide advocacy and organizing events, including our annual legislative day, affordable housing month, etc., as well as provide support to A-Teams and citywide housing/community development networks/associations that are organizing local and regional events
- Work with our Sr Policy Advisor to monitor and mobilize the Network's constituency around federal legislation as needed and appropriate
- Assist with the Network's plan to engage in electoral issue advocacy and voter education to raise the visibility of and mobilize voters around housing and community development policies
- Liaison with other statewide and regional associations and advocacy efforts to update them on the Network's policy issues, as well as to bring information on their efforts to Network staff, Board of Directors and A-Teams, as needed

- Assist with Network policy committee meetings and coordinate follow-up.
- Support and attend other organizational events, as needed.

SKILLS/QUALIFICATIONS:

- Must have excellent written, presentation, oral communications and interpersonal skills
- Minimum of 2 years of experience in policy and/or advocacy roles, including internships and volunteer work.
- Able to work well in a team environment, handle multiple assignments and meet deadlines.
- Knowledge of New Jersey's legislative process is a plus.
- Must be a creative and strategic thinker with good judgment and ability to make independent decisions in a changing environment, as well as ask for guidance.
- Attention to detail and problem solving skills.
- Ability to manage time, deliverables and meet deadlines.
- Must be willing and able to travel, as needed; flexible and remote opportunities for this position are available.
- Commitment to professional development and social justice is required.
- Housing, community development and/or grassroots issue advocacy experience a plus
- Must have a valid driver's license and means of transportation

Competitive salary and benefits package. Women and people of color are encouraged to apply. Please submit resume and cover letter via email to: Human.Resources@hcdnnj.org with the title of the position in the subject line.