



## **JOB DESCRIPTION**

**Job Title:** Advocacy and Education Coordinator

**Department:** Resident Services

**Reports to:** Resident Services & Community Engagement Manager

**Supervises:** N/A

**Status:** Exempt

### **Summary:**

Harborlight Community Partners (HCP) Advocacy and Education Coordinator is responsible for maintaining and expanding HCP's positive reputation as an affordable housing developer and advocate. The Advocacy and Education Coordinator (Coordinator) is responsible for the design and implementation of HCP's new grant-funded initiatives, including a Housing Institute for elected officials, a Community Housing Steward program, and Housing Community Forums for communities in our footprint.

The Coordinator is a key community-facing member of the Resident Services team and will engage with diverse audiences, specifically racially, ethnically, and socioeconomically communities. The Coordinator will engage with community members, political and municipal leaders, civic and faith based groups, public and private schools, RAC, and others to influence advocacy efforts for affordable housing. The Coordinator will work closely with and report to the Resident Services & Community Engagement Manager, and may be asked to provide input for various HCP committees related to policy, education, advocacy and community engagement work on a quarterly basis.

This position is funded by a 5 year grant, with the intention of becoming a permanent, full-time position. The Coordinator must have a deep commitment to HCP's mission and be committed to learning the history of housing and the ways in which it has been used as a vessel to disproportionately affect wealth, employment, and other health outcomes for low-income, communities of color. A relentless, solution-oriented spirit able to compel the hearts and minds of our neighbors is required.

### **Essential Duties and Responsibilities:**

- Design and implement new HCP program initiatives, including: Housing Institute, Community Housing Steward program, and Housing Community Forums, and creation of Housing 101 materials
- Recruit elected officials for HCP's Housing Institute, targeting communities with histories of blocking affordable housing efforts in Essex County
- Recruit for and manage the Resident Advisory Council (RAC), including leadership roles for Housing Institute and Community Steward collaboration; work closely with HCP's Senior Resident Services Coordinator to ensure proper accommodations as needed

- Lead Housing Community Forums alongside RAC members to equip community members with housing terminology, an understanding of local zoning and housing needs, and the connection between housing and segregation through redlining and current practices; convert attendees into Community Housing Stewards
- Educate and engage the public to build a regional network of Community Housing Stewards that support affordable homes and diverse economic inclusion as the foundation of thriving individuals, families and communities
- Design, run, and report on Municipal Surveys in years 1, 3, and 5 of the grant
- Manage the data reporting for grants and advocacy and education programs and initiatives to measure program goals, output and outcome functions
- Monitor relevant local, regional, state and federal public policy efforts and legislation changes and ensure that constituents are informed of issues, engagement opportunities, etc., through web site, social media, email blasts and other communication efforts
- Using components of the Housing 101 materials, support efforts to design an online resources portal that includes regional data points, mapping, zoning, CPA, etc., on cities/towns within HCP's footprint; news articles, publication and report links; pending legislation and legislator contacts; and YIMBY campaign materials to expand our growing center of expertise and resources to move a pro-affordable housing agenda
- In conjunction with Resident Services & Community Engagement Manager, serve as a liaison for advocacy, legislative priorities, and housing policy work with CHAPA and MACDC
- Prepare presentations, fact sheets and other collateral material as needed
- Represents HCP at community, municipal, civic, partner meetings and events
- Other duties as assigned by the Resident Services & Community Engagement Manager

**Qualifications: (Experience, Skills, Education)**

- Strong ethical character including a commitment to the organization's missional and cultural objectives of providing affordable, quality, and respectfully operated housing for economically vulnerable people
- Commitment to Advocacy and Community Education as vehicles for social change specifically as a means to increase affordable housing volume and access through the North Shore region
- Solid critical thinking skills, including the ability to understand another person, or a group's position, thoroughly before asserting your position or HCP's
- Ability to work collaboratively as well as with a high degree of autonomy
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.
- Ability to speak a second language, Spanish preferred
- Ability to flex communication style to multiple cultural environments
- Excellent written and verbal communication skills, and ability to present to diverse audiences, specifically racially, ethnically, and socioeconomically diverse communities.
- Friendly and strong public presentation presence and skills
- Flexible with a sense of humor and an ability to remain calm under pressure
- Fearless, unapologetic determination and drive to increase housing access for our most vulnerable populations
- Knowledge and experience with community organizing, affordable housing, local government, housing policy or related matters highly preferred
- Proficient using Microsoft Office, government sites/internet, and computer equipment used for group presentations
- Strong organization skills with a commitment to detail
- Bachelor's degree or experience/education equivalent

**Job Specifications:**

- Stationary position for long periods of time
- Ability to traverse in and out of multiple community locations

- Operate technological equipment commonly used in group presentations, such as a laptop, remotes/clickers, projector, etc.
- Infrequent light physical effort required (30-50 lbs); stoop, kneel, crouch on occasion
- Must be able to present accurate technical and historical information to multiple audiences
- Must be able to facilitate charged, difficult discussion among a variety of groups
- Driver's License and reliable transportation required

**EOE/AA**