

Job Opening Senior Policy Associate

Citizens' Housing and Planning Association (CHAPA) is the non-profit umbrella organization for affordable housing and community development activities in Massachusetts with a diverse, active membership of more than 8,000 people.

At the core of CHAPA's work, we believe that every person in Massachusetts should have a safe, healthy, and affordable place to call home. Established in 1967, CHAPA serves as a convener across sectors to advance equitable housing policy and programs. Much of our work happens collaboratively through local coalition building, committee meetings, and legislative advocacy during which gathering a range of voices at the table is critical.

Join a passionate, vibrant team making a difference in Massachusetts! To learn more about CHAPA's impact, please visit www.chapa.org.

Key Job Responsibilities:

The Senior Policy Associate is a key member of CHAPA's policy team, serving as the point person on policy related to housing for **extremely low-income (ELI) households**. The Senior Policy Associate will assist in the development and implementation of CHAPA's policy agenda, help staff and facilitate CHAPA's policy committees and coalitions, and represent CHAPA externally through engagement with legislators, policy makers, advocates, and the public. The Senior Policy Associate reports to CHAPA's Director of Public Policy.

Specific Responsibilities:

- *Develop and Implement CHAPA's Public Policy Agenda.*
 - Work with the Director of Public Policy on development of legislative, budgetary and regulatory priorities, with a focus on ELI housing.
 - Analyze legislation and other policy proposals, and make recommendations regarding CHAPA's response.
 - Execute legislative, budgetary, and regulatory advocacy strategies.
 - Communicate and advocate with legislators, state administration officials, and their staff.
 - Draft and present testimony at legislative and regulatory hearings.
 - Monitor federal housing policy and identify opportunities for CHAPA's engagement.
- *Staff CHAPA's Policy Committees and Coalitions related to ELI housing.*
 - Facilitate the Rental Assistance committee and MRVP coalition.
 - Work with Committee and Coalition chairs to develop overarching priorities and meeting agendas.

- Engage with CHAPA member organizations to ensure broad representation of stakeholders at committee and coalition meetings.
- *Represent CHAPA Externally.*
 - Participate as a CHAPA representative on external coalitions related to ELI housing.
 - Present at policy forums and community meetings.
 - Contribute to CHAPA's website, reports, and other communications materials.
 - Engage and mobilize CHAPA members and advocacy partners on priority ELI housing policy issues.

Qualifications:

- 5-7 years of experience in affordable housing public policy advocacy.
- Sensitivity to the needs of people of low incomes and an avid dedication to increasing affordable housing access and opportunities for all in Massachusetts.
- Knowledge of Massachusetts state housing and rental assistance programs.
- Knowledge of the Massachusetts legislative process.
- Experience leading or working with and through coalitions.
- Ability and desire to work with diverse stakeholders.
- Strong communication skills, including written and oral.
- Ability to multitask and balance competing priorities.

Salary:

The salary range is \$75,000-\$85,000, based on experience. CHAPA also provides a generous package of benefits including vacation and sick time, health insurance, short-term disability insurance, life insurance, and retirement benefits.

To Apply:

Candidates of diverse backgrounds are encouraged to apply. Please submit a cover letter and resume to CHAPA's Director of Public Policy, Matt Noyes, at mnoyes@chapa.org. CHAPA will prioritize applications received by **Friday, June 28, 2024**.

CHAPA is an equal opportunity employer.