



JOB DESCRIPTION

Job Title: Advocacy Organizer

Reports to:	Project Director	Project Name:	People for Housing OC
FLSA Classification:		Entity:	OneOC
Supervises Others:	No		

SUMMARY:

Under the direction of the Project Director, the Advocacy Organizer develops and helps lead the daily operation and coordination of program initiatives and related relationships that advance the mission and goals of the fiscal project, People for Housing OC.

ABOUT THE PROJECT:

People for Housing OC advocates for increased production of affordable and missing middle housing in Orange County, CA. We were founded out of the YIMBY movement (Yes in My Backyard) in 2017 by OC residents concerned about the rising costs of housing. The housing shortage in California, including Orange County, has created an affordability crisis that disproportionately impacts low-income families and communities of color. The solutions to this systemic problem are multifaceted and complex; we know that increased housing production of affordable and missing middle housing is a key element of the solution. Building new housing in high-opportunity communities that have thwarted development of multi-family housing in their neighborhoods is key to undoing historical patterns of racial and economic segregation. We envision an integrated Orange County where every person has access to stable, affordable housing near jobs, community services and high-quality educational opportunities.

ABOUT THE POSITION:

We are seeking an Advocacy Organizer to assist in recruiting and training volunteers to engage in housing advocacy in Orange County and to help us expand our reach into new audiences. Our work is primarily focused on organizing in North and Central Orange County cities and focuses on infill development of affordable and attainable housing. We regularly collaborate with other organizations engaged in housing advocacy in Orange County including United to End Homelessness (a project of OC United Way) and the Kennedy Commission. This position is a two-year grant-funded, full-time position with opportunity to renew pending continued grant funding.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Availability

- Both in-person and home-office / remote working conditions, including a reliable home office internet connection
- In-person attendance at public meetings, small group, and one-on-one meetings in multiple locations in Orange County during regular business hours
- Virtual attendance at meetings via video conference such as Zoom and Google Meet
- Availability to attend evening and weekend meetings and events as needed, usually between four and eight times per month. (Hours count toward total scheduled for the week.)
- Reliable transportation and insurance (if applicable) and a cell phone (stipend is available)



Program Management

- Responsible for understanding and communicating project's mission and vision to partner organizations, volunteers, advocates, participants and community members
- Develops content that is on-message for blog posts, newsletters, and social media posts
- Organizes outreach efforts to existing advocacy network
- Provides input and recommends strategies to expand the organization's reach, cultivate new audiences, and recruit participants and advocates
- Supports the vision and goals of the project by effectively interacting with volunteers, advocates, partner organizations, participants, community members and advisory board members.
- Helps ensure that project programming is consistent with housing policy objectives and projects' scopes-of-work
- Organizes logistical coordination of events
- Prepares meeting notices, agendas, educational materials
- Takes meeting notes, keeps track of action items and next steps
- Keeps track of calendars and supports Project Director in coordinating scheduled meetings
- Manages collaborative partnerships, including CRM (Action Network) and administrative issues.
- Assist in preparing agenda and supportive documents for advisory board meetings.
- Organizes workload throughout the day to meet project timelines and deadlines.
- Assists Project Director with necessary tasks as requested.

Administrative Support

- Makes necessary calls, sends emails, and provides direction and solutions based on the project tasks
- Prepare checks requests to process invoices and expenses.
- Collects data for program participation and grant reports.
- Support with daily program operations, scheduling, and problem solving.
- Meets deadlines in appropriate time frame.

ESSENTIAL SKILLS:

- Out-going personality with a positive outlook and can-do spirit
- Strong interest in housing policy
- Ability to read, understand, and synthesize public policy papers, articles, and legislation on housing and explain it in terms understood by the general public (people without a housing policy background)
- Fluency in written and spoken English and a second language commonly spoken in North and Central OC; Spanish or Vietnamese are highly desired.
- Public speaking skills, ability to speak and give presentations before groups both in-person and on Zoom
- Professional written communication skills in word processing software, email and text message
- Ability to develop content for newsletters, blog posts, and social media that is on-message, engaging and thought-provoking, but not inflammatory, and the judgment to know the distinction
- Ability to lift 25 pounds (Needed to help with set up and tear down of in-person trainings and events)
- Time management and work prioritization skills, including the willingness to ask for assistance or clarification when necessary



- Cultural competency, including the ability to create and sustain inclusive and engaging spaces for and relationships with people of diverse racial and ethnic backgrounds, genders, ages, classes, and abilities.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in sociology, political science, economics, urban studies or a related discipline. (Candidates due to graduate in May/June 2023 may still apply.)
- Two years' experience working with the public (A combination of paid or unpaid internships, political campaign experience, or customer service is acceptable.)
- Minimum one year of continuous, paid work experience
- Background in California housing policy is highly desired
- Strong leadership capabilities required.
- Proven customer service and problem-solving abilities.

COMPUTER SOFTWARE & EQUIPMENT SKILLS:

- Has good general knowledge of computer operations; uses a keyboard and calculator proficiently and with a high degree of accuracy.
- Proficiency using Microsoft Office Word, Power Point, and Excel
- Proficiency using Google Suite, Docs, Slides, Sheets and Gmail
- Social media skills on Facebook and Instagram, including ability to create engaging posts with video and reels
- Basic graphic design skills in Canva for social media posting
- Uses typical office equipment (i.e., fax, phone, copiers)

COMPETENCIES

- Customer Service: Be considerate and respectful towards residents and program instructors.
- Interpersonal Skills: Maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things and is innovated.
- Proactive in solving problems.
- Oral Communication: Speaks clearly and persuasively in positive or negative situations; listens and obtains clarification; responds well to questions; participates in meetings.
- Written Communication: Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.
- Teamwork: Exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests.
- Professionalism: Approaches others in a respectful manner; reacts well under pressure; treats others with respect and consideration, regardless of status or position; accepts responsibility for own actions; follows through on commitments.
- Language Skills:
 - Fluency in written and spoken English and a second language commonly spoken in North and Central OC; Spanish or Vietnamese are highly desired.
 - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; ability to write routine reports and correspondence; ability to speak effectively before groups of people from diverse backgrounds

PHYSICAL JOB REQUIREMENTS:

- Sits for extended periods of time at a computer station or work desk. Stands and walks throughout the day.
- Uses hands and fingers to operate computers and office equipment for up to 8 hours or more each day.
- Lifts up to 10 pounds regularly and 25 pounds occasionally.
- Carries meeting supplies and helps to set up and tear down for community events.

- Requires clear vision at 20 inches or less with or without corrective lenses and vision sufficient to use equipment and drive a car safely.
- Hearing and speech within normal ranges and sufficient for clear communication face to face, via teleconference like Zoom and via the telephone.
- Exposed to typical office environment conditions and noise levels on a regular basis
- Exposed to large-groups settings regularly at public meetings, advocacy trainings, and community convenings

MENTAL AND REASONING REQUIREMENTS:

- Uses critical thinking skills to create documents and spreadsheets and interpret information furnished in written, oral, diagram, or schedule form.
- Uses skill and judgment to ensure written or verbal outputs are clear, accurate, grammatical and of appropriate tone.
- Able to set goals based on available information and to plan work in order to meet deadlines. Able to project likely future occurrences based on current or historic data.
- Able to formulate appropriate responses to requests for services and information from internal or external customers.
- Uses decision-making skills and judgment to work independently to resolve problems; able to identify those situations that require supervisor intervention for a solution.

OTHER JOB REQUIREMENTS:

- Business casual dress and appearance while on video conference calls and in person meetings.
- Attends meetings and trainings as requested.
- Drives personal car on business; maintains driving record and personal car insurance in accordance with organization's policies and provides related records periodically.
- Minimizes time spent on personal calls and matters. Meets attendance and punctuality requirements; reports time and attendance accurately.
- May travel by car or air outside the area for one or several days.

HOW TO APPLY:

Please send a resume, cover letter, and names and contact info for three professional references to hello@peopleforhousing.org. One reference should be a supervisor from a paid position. If using professors as references, please make sure to include the course name. We will review resumes continuously as they are submitted. Application period closes on January 9th, 2023. We plan for a start date of Feb 6th, 2023.

OneOC is an Equal Opportunity Employer