
JOB DESCRIPTION
HOUSING POLICY ANALYST

The California Partnership to End Domestic Violence (the Partnership) is California's recognized domestic violence coalition, representing over 1,000 advocates, organizations, and allied groups. We recognize domestic and intimate partner violence as one of many interconnected forms of systemic oppression and unequal power. It silences diverse perspectives and prevents people and communities from actualizing their full potential. The Partnership works to lead and energize the domestic violence movement by strengthening the capacity of the field to listen to the collective and varied perspectives of survivors, families, and communities with the goal of ending patriarchal, domestic, and intimate partner violence.

The Partnership is deeply committed to creating and sustaining an organizational culture that values diversity, inclusion, and equity; and envisions an organization that reflects the rich cultural diversity of California. In pursuit of this vision, we are committed to educating, developing, and supporting an organization that embodies diversity in its many forms.

Under the guidance and supervision of the Senior Director of Public Policy Strategies, the **Housing Policy Analyst** will exercise independent decision-making to accomplish the goals of the Public Policy Strategies Team and will serve as the main resource for project specific topic(s)/core areas of policy advocacy for Partnership staff, members, and partners. They will help gather critical information that further develops, builds, and improves the work of the Policy Team.

RESPONSIBILITIES:

POSITION SUMMARY:

- Lead with an intersectional broad analysis of homelessness, housing insecurity, and domestic violence.
- Work statewide with Partnership member programs to reduce the disparate impact of co-occurring domestic violence and homelessness or housing insecurity to improve housing and economic stability for survivors.
- Cultivate partnerships with policymakers, housing advocacy organizations; state and local housing agencies; and other relevant stakeholders, uplifting the voices of survivors and creating opportunities for field-building.

POLICY/SYSTEMS CHANGE RESPONSIBILITIES:

- In coordination with the Senior Director of Public Policy Strategies:
 - Engage and partner with grassroots and grass tops leaders and organizations to advance policies to address survivors' experiences of homelessness and housing insecurity.
 - Identify and cultivate collaborative working relationships with other advocacy groups whose interests intersect with the Partnership's housing policy priorities.
 - Work with the Partnership's Policy Advisory Council and an existing cohort of domestic violence programs addressing homelessness and housing insecurity (HOME Cohort).
 - Represent the Partnership on multi-disciplinary taskforces, committees, training forums, and advisory groups.
- Advocate for strategic legislative and system changes to improve the state's response to the intersection of domestic violence and homelessness and housing insecurity.
- Build collaborative relationships with California state agencies administering homelessness funding and local housing providers.
- Work with Partnership member programs and allied professionals to strengthen and formalize their collaborations with local housing providers.

- Disseminate trauma-informed, culturally relevant, and racially equitable housing practices.
- Assist domestic violence advocates with maintaining and creating new relationships with city, county, and Continuum of Care housing agencies to expand opportunities for housing assistance.
- Assist Partnership member programs in building capacity for housing advocacy.

TRAINING & TECHNICAL ASSISTANCE RESPONSIBILITIES:

- Provide training and technical assistance to external housing stakeholders and agencies using Housing First principles and practices through a domestic violence lens.
- Provide technical assistance to Partnership member program advocates around issues related to housing and creating and maintaining relationships with housing agencies.
- Provide ongoing technical assistance on issues related to best practices when working with survivors of domestic violence experiencing homelessness and housing insecurity.
- Deliver training to homeless and housing providers on the dynamics of domestic violence and trauma-informed responses.

GRANTS MANAGEMENT

- Coordinate assigned activities to meet grant requirements.
- Prepare written grant activity reports for required sections of grants for submission to the Associate Director or Senior Director as appropriate.
- Review information submitted by subcontractors and consultants to ensure grant compliance, correct and accurate reporting and invoicing, and coach for changes when necessary.

PROFESSIONAL DEVELOPMENT RESPONSIBILITIES:

The Partnership cultivates an environment that values growth and encourages employees to excel. To be a broad-based coalition that brings expert attention and real solutions to issues effecting the field, the Partnership requires every employee to actively engage in a professional development plan that identifies goals and growth opportunities.

Examples of activities that contribute to professional growth and development may include:

- Management and leadership training.
- Professional certifications.
- Technical skills training.
- Teamwork and interpersonal skills training.
- Participation in professional organizations.
- Research.
- Developmental relationships.

OTHER RESPONSIBILITIES:

- Provide support and assistance to co-workers and for special projects as requested.
- Position DV issues along with other movements.
- Assist in the development and dissemination of organizational resources, and contribute to online forums, newsletters, hand-outs, and other materials as requested.
- Participate in planning and implementation of organization's special events, trainings, and conferences.
- Embody and promote the Partnership's values and guiding principles.
- Contribute to a positive and productive work environment.
- Act professionally and in a manner which appropriately represents the Partnership.

- Carry out other duties as assigned.

PRINCIPLES OF COMMUNITY:

To foster the best possible working environment, the Partnership strives to maintain a climate of equity, fairness, cooperation, and professionalism. All of us are expected to positively contribute to a climate of integrity marked by mutual respect for each other; celebrate diversity and adapt responsibly to cultural differences; seek to foster understanding and acceptance; promote awareness through education; engage in constructive dialogue and strategies for engaging and resolving conflict; reject any and all acts of discrimination of any kind and appropriately confront and respond to such acts; affirm the right to freedom of expression; maintain and promote an atmosphere free of abusive or demeaning treatment, and commit to adherence and enforcement of the Partnership's Principles of Community that promotes the fulfillment of these principles. Key performance indicators of these principles include:

- Communicating with dignity and respect
- Engaging in efforts to learn and understand the culture of the Partnership to interact in a manner that supports the overall mission
- Constructively engaging in teamwork and collaboration
- Working with others in a spirit of cooperation regardless of racial, ethnic, religious, age, ability, culture, gender identity, sexual orientation, or other differences
- Taking proactive measures to promote more respectful interactions in the workplace
- Treating and responding to others equitably and fairly
- Recognizing – within themselves and others – conversations or activities that could serve to make others feel isolated, ostracized, or harassed.

Principles of Being:

- Everyone at the Partnership is a leader: we lead by example. We demonstrate internally, to the membership and wider field our commitment to be non-violent people and to work to prevent violence.
- Everyone at the Partnership is a thought partner and collaborator in the visioning and implementation process for our innovative and transformational work.
- Everyone at the Partnership is a human being worthy of receiving and practicing kindness, patience, grace and respect.
- Everyone at the Partnership is free to speak their truth, while being open to other truths and without intentionally causing harm, othering or creating division.
- Everyone at the Partnership is invited to create daily time to practice self-reflection to remember and/or meditate on these Principles of Being.

REQUIRED SKILLS/EDUCATION/QUALIFICATIONS:

- Bachelor's degree or relevant experience in Public Policy, Public Administration, social services or related field; Master's degree preferred.
- Minimum of three years of systems change work.
- At least two years' experience addressing survivors' housing needs, working with a domestic violence or housing program.
- Demonstrated experience working with Continuums of Care and federal or state homelessness funding requirements.
- Experience with California state legislative and/or budget advocacy is desired.

- Demonstrated ability to work collaboratively with community-based organizations.
- Demonstrated experience developing systems change solutions and improving structural responses to survivors' needs.
- Commitment to the Partnership's Mission.
- Excellent organizational and time-management skills.
- Ability to be self-directed and to work collaboratively within a team environment.
- Strong verbal communication and collaborative interpersonal skills.
- Demonstrated ability to communicate complex information and issues in a readily understandable way both orally and in writing.

DESIRED SKILLS/KNOWLEDGE/ABILITIES:

- Demonstrated knowledge of and commitment to ending domestic violence
- Knowledge of California domestic violence codes and statutes, and related federal laws
- If not already completed, must complete a 40-hour domestic violence counselor training within first 6 months of employment, 65-hour DV and sexual assault training preferred if available.
- Understanding of and commitment to issues of anti-oppression and cultural relevance and responsiveness.
- Demonstrated ability to produce high quality work, on time, with competing priorities.
- Demonstrated ability to take initiative, work independently and be accountable for actions.
- Commitment to centering survivor voices.
- Commitment to the Partnership's Mission.
- Proficiency in word processing, spreadsheet, presentational and internet applications, including Microsoft Office Programs.
- Access to reliable transportation and ability to travel as needed to complete job duties.

TO APPLY:

Please email the below items to Lisa Sica, Director of Culture and Trust Strategies and Practice, at jobs@cpedv.org. (No U.S. mail, faxes, or direct emails please.)

- a) Cover letter
- b) Resume

All items should be combined into a single email attachment in PDF form, and your cover letter should be pasted into the body of the email.

Applications received by April 7th, 2023 will be given priority; however, the position will remain open until filled.

LOCATION/TRAVEL:

This position may require regular travel (approximately 25-40% of the time). This is a remote position.

SALARY:

- This is a full-time, non-exempt position.
- The salary range for the position is **\$35/hr. - \$51/hr.**
- Salary may be adjusted for experience.

BENEFITS:

The Partnership pays the entire cost for each employee's Health, Dental, and Life Insurances, and 75% of dependent Health and Dental premiums. The Partnership also provides 18 paid holidays (including the last full week of each year), 2 weeks of annual leave and 15 days of sick leave each year.

The California Partnership to End Domestic Violence is an equal opportunity employer and makes employment decisions based on merit. The Partnership desires to have the best available person in every position. Organizational policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, age, national origin, or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. Organizational policy also prohibits unlawful discrimination based on the perception or an association with a person having any of the above characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful and against organizational policy.

The Partnership is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of the organization and prohibits unlawful discrimination by any employee of the Partnership, including Supervisors and co-workers.

The Partnership has a policy of encouraging diversity in the workforce. Employee diversity maximizes the talented pool of the organization and is an important component of the management workforce of the organization. Employees, as well as Members benefit from the organization's policy on diversity because employees work in a dynamic environment where many different views are considered and respected. The Partnership serves the information needs of widely different communities in California and is committed to cultivating a diverse workforce that represents many backgrounds.

This policy is intended to apply to recruiting, hiring, promotions, upgrading, layoffs, compensation, benefits, termination and all other privileges, terms, and conditions of employment.