



## **Job Description: Sustainable Communities Coordinator**

Housing California is a nonprofit advocacy organization that works to end homelessness and increase the supply of affordable homes in California. We are a statewide organization with offices in downtown Sacramento.

### **Summary**

Housing California seeks a dynamic, talented professional to serve as the Sustainable Communities Coordinator. This position focuses on our work around the intersection of housing, transportation, and land use planning. The coordinator reports to the Executive Director and works collaboratively with the entire Housing California staff.

### **Responsibilities**

#### Sustainable Communities

- Develop relationships with key state agency staff and advocate for Housing California's priorities as the state develops tools for implementation of climate change laws. Key agencies include the California Air Resources Board, Department of Housing and Community Development, Strategic Growth Council, California State Transportation Agency, and Business, Consumer Services and Housing Agency.
- Collaborate with the executive director to develop new allies among smart growth advocates, transit advocates, business leaders and others through staffing Action Teams and planning convenings of the Transportation, Housing and Environment (T+H+E) Network
- Drive the development of new modeling to influence transportation and land use planning decisions, in partnership with academic institutions, Metropolitan Planning Organizations, and other housing advocates
- Collaborate with the policy director to lead a coalition of transportation, housing, and conservation advocates working to fund equitable and sustainable communities through the Cap-and-Trade Greenhouse Gas Reduction Fund
- Organize and facilitate trainings on the implementation of Senate Bill 375 and housing element law
- Represent Housing California in a variety of coalitions, including ClimatePlan and the California Equity Leaders Network
- Write regular articles for our e-newsletter

#### Other Activities

- Assist with the planning, fundraising and set-up of our annual conference, including shaping the Sustainable Communities workshop track.
- Conduct background research on our legislative priorities
- Assist with fundraising, grant writing and reporting

**Required Attributes:**

- Strong project management and coalition management skills
- Demonstrated ability to lead initiatives and collaborate effectively with peers in other organizations
- Outstanding written and oral communication skills, with a demonstrated ability to communicate with diverse audiences, including policymakers, community-based organizations, and the media
- Ability to work as part of a small team, meet deadlines, and work independently
- Commitment to the goals of the Housing California

**Desired Attributes:**

- Work experience and/or educational background in urban planning, housing development, or land use policy
- Familiarity with California politics
- Established relationships with relevant state agencies, Metropolitan Planning Organizations, and equity advocates

**Salary and Benefits:**

Competitive salary, commensurate with experience. Benefits include fully-paid health, dental, and vision coverage for the employee, parking reimbursement or bus pass and 403(b) retirement plan with employer contribution.

**To Apply:**

Submit resume and cover letter to: [personnel@housingca.org](mailto:personnel@housingca.org)

Applications are due on February 17, 2014

Housing California is an equal opportunity employer.

Additional information on Housing California is available at [www.housingca.org](http://www.housingca.org)