ORANGE COUNTY UNITED WAY
JOB ANNOUNCEMENT

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<tr>
<th>Job Title: Housing Advocacy Program Manager</th>
<th>Reporting To: Director, Public Affairs</th>
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<tr>
<td>Department: Community Impact</td>
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**Purpose of Position**

To oversee and guide the work of the Housing Champions Advocacy Network. This is a one year grant funded full-time (37.5 hours/week) position that reports to the Director, Public Affairs.

**Background**

United to End Homelessness, empowered by Orange County United Way, has initiated the **Housing Champions Advocacy Network (HCAN)** to fight for affordable and supportive homes to reduce the negative impact on public health, community resources and law enforcement, and to ensure that quality housing projects aren’t derailed by community opposition, to produce the housing needed to end homelessness. Housing Champions are volunteer citizen advocates throughout Orange County who are proactively engaging with their elected and appointed leaders to ensure that every community is doing its best to create more affordable and supportive homes for all. Housing Champions live, work, worship, send their children to school and shop in the communities in which they advocate.

This initial effort will concentrate on the cities of Fullerton, Mission Viejo and Garden Grove, with some work occurring county-wide.

As part of United to End Homelessness, the backbone infrastructure, and a broad public awareness campaign provided by Orange County United Way, the HCAN will provide a consistent, clear, positive voice and support for local elected officials to make courageous decisions greenlighting more permanent supportive and affordable housing in their communities.

**Key Duties and Responsibilities**

- Provide ongoing support to a portfolio of city-based (starting in Fullerton, Mission Viejo and Garden Grove) Housing Champions (volunteer citizen advocates) during the first year of the program
- Oversee and guide the work of paid HCAN Field Organizers as they are hired
- Recruit new volunteer Housing Champions in assigned cities
- Conduct orientations and trainings for Housing Champions
- Assist in developing and ensuring that materials, tools, websites and resources are updated and accessible for all Housing Champions
- Provide timely and insightful feedback to the Director of Public Affairs and Lead Consultant on issues, challenges, concerns, opportunities and needed resources throughout the year
- Identify and cultivate volunteer leaders among Housing Champions volunteers
- Provide encouragement, acknowledgment and thanks to Housing Champions volunteers
- Remain abreast of changes in the elected and non-elected leadership, policy proposals, ordinances, state and federal legislation and local opposition impacting the work of Housing Champions in assigned cities
- Work with volunteer leaders to develop and carry out organizing and mobilizing campaigns
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- Build and sustain partnerships with important community institutions and stakeholders in assigned cities
- Ensure consistent alignment with guiding principles, approved messaging, framing and programmatic priorities
- Provide required data for evaluation in a timely manner and participate in discussion around actionable insight from the data
- Assist in developing the initial phase into a plan to scale

Job Requirements

- Knowledge of housing and homelessness issues
- Knowledge of the structure, ways and means of local public policy, including consolidated plans, Public Housing Agencies (PHA), the entitlement process
- Knowledge of local, state and federal affordable and permanent supportive housing programs, policies and practices
- Experience in community organizing, either in political or grassroots campaigns
- Excellent presentation skills
- Excellent personal organizational, project management and time management skills
- Proficiency with Microsoft Office
- Experience with social media and web-based tools
- Specific knowledge of and experience in the assigned city or cities is a plus
- Excellent interpersonal and communications skills

Physical Demands

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions for this role. The employee is required to talk and hear. The employee is often required to sit and use their hands and fingers to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb, balance, twist, lean, move from one location to another and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. Set-up and take down for donor engagement events. Ability to operate a computer keyboard, and lift files and reports. Exposure to glare from a computer. Participation in early morning and evening meetings and events will be required. The noise level in the work environment is usually quiet to moderate.

Send resumes & cover letter to:

Orange County United Way
18012 Mitchell South
Irvine, CA 92614
recruiting@unitedwayoc.org