



## Position Available

### Organizer

#### Position Overview:

**Do you want to start a nonprofit career in affordable housing?** We are seeking a curious, hardworking, and well-organized individual who is passionate about building an inclusive, equitable, and healthy Bay Area! Experienced organizers are encouraged to apply, but we are willing to train you if you want to learn. In this role, **you'll be asked to follow several complicated planning processes and inspire community members to participate in them**, with the goals of de-segregating our neighborhoods, creating affordable homes for our most vulnerable residents, and working towards equitable opportunities for everyone.

The Housing Leadership Council of San Mateo County (HLC) is seeking candidates to fill a full-time Organizer position. The ideal candidate is a self-driven individual with excellent people skills, able to read, understand, and explain technical planning documents to a broad audience, and able to motivate people through writing and public speaking. This position would be a great fit for someone who is equally comfortable with a dense, jargon-heavy document as with short, clear emails.

[HLC](#) is a membership organization that works with communities and their leaders to produce and preserve quality affordable homes. HLC supports its members as they work to create and preserve enough well designed, sensibly located housing at all levels so that everyone who works here, lives here, or grows up here can obtain a home they can afford. HLC is a small, diverse group of individuals with a fierce passion for affordable housing and equal opportunity for all of San Mateo County's residents. We:

- Advocate for housing policies that create affordability at all income levels
- Collaborate with local government, community members, and stakeholders to promote complete communities
- Educate through community-wide events such as San Mateo County Affordable Housing Week and Housing Leadership Day
- Develop leaders to speak up for housing opportunities for everyone in their communities.

#### Key duties and responsibilities:

- Grow HLC's membership - spread the word about who we are and what we stand for

- Small business outreach
- Coordinate videos for online advocacy
- Enter new records and contacts into the HLC database
- General event planning
- Organize and mobilize supporters for hearings
- Assist with registration at our events
- Facilitate meetings
- Identify and develop leaders
- Manage campaigns
- Other duties as assigned

**Qualified candidates will have:**

- Conversational-level skills in one of these languages: Spanish, Cantonese, Tagalog, Tongan, or Samoan
- Interest in politics and making a difference
- Willingness to learn
- Solid writing skills, particularly writing compelling content
- Top-notch interpersonal skills
- Comfort with public speaking
- Attention to detail
- Proficiency in Microsoft Office (Word, Excel)
- Passion about creating more affordable homes in San Mateo County

**Status:** Full-time

**Reports to:** Organizing Director

**Salary and Benefits:**

\$60,000 - 70,000 per year depending on experience. Work hours are flexible and not all work days are in the office. Some weekend and evening hours will be required. Must have reliable transportation.

**How to Apply:**

Submit resume and cover letter to [resumes@hlcsmc.org](mailto:resumes@hlcsmc.org). The subject line of your email should read "Organizer Applicant -- [Your name]." Your documents should be attached as PDFs. We are looking to fill this position as soon as possible. Application is open until filled.

Housing Leadership Council is an equal opportunity employer. We will not discriminate and will take affirmative measures to ensure against discrimination in employment, recruitment, compensation, termination, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.