

## Senior Organizer

### Position Overview:

We are seeking an outgoing, hardworking, and well-organized individual who is passionate about building an inclusive, equitable, and healthy Bay Area! **We are looking for someone with at least 1 year of experience in campaign management OR project management OR affordable housing development.** We want someone who can hit the ground running, and use their experience to help us grow and do our work better. We are looking for someone who would like to be an Organizing Director in a year.

The Housing Leadership Council of San Mateo County (HLC) is seeking candidates to fill a full-time Senior 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 loves political campaigns and organizing. You should also be comfortable moving people on an issue; affordable housing is deeply supported but not necessarily widely supported in our community. We are a small, diverse group of individuals with a fierce passion for affordable housing and equal opportunity for all of San Mateo County's residents.

[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:

- Advocates for housing policies that create affordability at all income levels
- Collaborates with local organizations, activists, businesses, and elected officials to promote complete communities
- Educates through community-wide events such as San Mateo County Affordable Housing Week and Housing Leadership Day
- Develops leaders to speak up for housing opportunities for everyone in their communities.

### Key duties and responsibilities:

- Your primary work would include:
  - Partnering with community organizations and city staff on choosing, creating plans, and implementing campaigns - sometimes on complicated planning processes
  - Building our organizational leadership
  - Designing a structure for the membership of the organization that will provide increased diversity, ownership, participation, and power and
  - Supporting our regional, state, and federal partners.

- Work with HLC staff and leadership to create opportunities to develop new leaders and opportunities for members to participate in HLC's decisions
- Work with the staff and leadership to set the strategic direction of the organization
- Work with existing groups to project manage their work through the housing element process or other developments and processes as needed

**Qualifications:**

- Passionate about creating more affordable homes, including but not limited to affordable homes, in San Mateo County. This is a requirement.
- At least 1 year of organizing and campaign management experience
- Good project management skills
- Excellent interpersonal skills. You will need to be able to build relationships and communicate effectively. You need to have experience moving people along.
- Excellent reading comprehension and ability to read technical documents and either understand or be willing to ask for help. Experience with planning documents or housing policy is strongly encouraged.
- Proficient in Microsoft Office (Word, Excel)
- Available via email and phone
- Excellent writing skills; experience writing op/eds, email copy, and calls to action
- Any experience in housing development, design, review, or planning is a plus
- Humble, willing to learn, willing to ask questions and for help

**Required Characteristics:**

- Sense of humor
- Humility, curiosity, and willing to ask for help
- Active listener
- Passionate about housing

**Status:** Full-time

**Reports to:** Associate Director

**Salary and Benefits:**

\$70,000 - 85,000 per year depending on experience.

**How to Apply:**

Submit resume and cover letter to [resumes@hlcsmc.org](mailto:resumes@hlcsmc.org). 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 action 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.