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About Housing Leadership Council of San Mateo County (HLC)

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 and its allies:

- *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.*



Positions: 2 Available

Policy Manager

Position Overview:

The Housing Leadership Council of San Mateo County (HLC) is seeking a full-time Policy Manager. The ideal candidate is passionate about affordable housing and the role housing plays in achieving racial and economic justice. Candidates should be knowledgeable about planning and local government, collaborative, strategic, and solution oriented. The Policy Manager **will be leading our housing element work**, with the goals of de-segregating our neighborhoods, creating affordable homes for our most vulnerable residents, and supporting policies and programs that preserve, protect, and produce homes.

Key duties and responsibilities:

- Support housing activists in all communities in San Mateo County through trainings, meetings, and connecting people to experts and expertise
- Comment on housing elements in San Mateo County and share comments with other housing groups in the county and the region
- Participate in local, regional, and statewide coalitions

Required Qualifications:

- Passionate about creating more affordable homes and addressing the root cause of the housing shortage
- Excellent communication skills including interpersonal and diplomacy, persuasive writing, and technical writing
- Minimum of two years' experience in affordable housing, community development, public policy, or a related field
- Comfortable with public speaking in large and small settings
- Able to facilitate meetings and effectively pursue organizational policy priorities
- Unintimidated by controversy or opposition
- Strong time managements and project management skills
- Willing to learn and try new things

Preferred Qualifications:

- Ability to converse in Spanish
- Experience working with diverse multilingual communities
- Experience working with a policy organization, running a campaign, working with diverse coalitions, organizing experience is highly valued
- While most of the work can be completed remotely, we would prefer someone that is willing to work in San Mateo County occasionally

Status: Full-time

Reports to: Executive Director

Salary and Benefits:

75,000 – 90,000 per year depending on experience. Benefits include health and dental. Access to 403b retirement fund. Paid vacation.

How to Apply:

Submit resume and cover letter to resumes@hlcsmc.org. We are looking to fill this position as soon as possible. Application is open until filled.

Organizer

Position Overview:

The Housing Leadership Council of San Mateo County (HLC) is seeking a full-time Organizer. The ideal candidate is passionate about affordable housing and the role housing plays in achieving racial and economic justice. Candidates should be outgoing, comfortable talking to strangers, able to be outspoken about controversial issues, collaborative, strategic, and solution oriented. The Organizer **will be supporting endorsed developments, working with local leaders on passing critical housing policies, and building support for policies that help people remain housed.**

Key duties and responsibilities:

- Grow and develop HLC's membership by tabling and canvassing
- Meet one-on-one with leaders in the community
- Lead and coordinate events
- Organize and mobilize supporters for public hearings and city council meetings
- Lobby elected officials on critical issues
- Support our coalitions
- Work with the media and social media to set the tone of the debate
- Complete research and write articles to explain our positions
- Design, manage, and run campaigns

Required Qualifications:

- Passionate about creating more affordable homes and addressing the root cause of the housing shortage
- Excellent communication skills including interpersonal and diplomacy, and persuasive writing
- Comfortable with public speaking in large and small settings
- Unintimidated by controversy or opposition
- Able to converse in Spanish
- Experience working with diverse multilingual communities
- Willing to learn and try new things

Preferred Qualifications:

- Strong time managements and project management skills
- Experience facilitating meetings and able to effectively pursue organizational policy priorities
- Experience working with a policy organization, running a campaign, working with diverse coalitions, organizing experience is highly valued
- While most of the work can be completed remotely, we would prefer someone that is willing to work in San Mateo County occasionally

Status: Full-time

Reports to: Executive Director

Salary and Benefits:

60,000 – 75,000 per year depending on experience. Benefits include health, dental, retirement plan, and generous vacation time.

How to Apply:

Submit resume and cover letter to resumes@hlscmc.org. We are looking to fill this position as soon as possible. Application is open until filled.

Date Updated: 1/25/22

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.

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