



Housing Planning and Production Associate

Title: Housing Planning and Production Associate

Salary: \$65,000 - \$80,000 annually

Location: San Jose, CA

Job Classification: Full-Time, Exempt position

Reports To: Director of Policy

ABOUT SV@HOME

SV@Home is a nonprofit organization in Santa Clara County whose vision is a diverse and equitable Silicon Valley where everyone has access to a safe, stable, and affordable home. As a result, the SV@Home team commits each day to driving the creation of affordable housing for a more vibrant and equitable Silicon Valley. SV@Home's approach focuses on policy, advocacy, education, and messaging to build the political and community will to support policies, programs, land use, and funding that will increase affordable housing opportunities for Santa Clara County residents. SV@Home is looking for a Housing Planning and production Associate to join our team of dedicated staff and board to further the organization's mission.

Five guiding principles represent the values and purpose that SV@Home seeks to infuse in its work:

- Housing is a human right
- Diversity makes us stronger
- Centering equity and inclusion in our work is key
- Housing policy is not just about housing
- Working together in partnership is more impactful

In this work, our success is dependent on building a team that includes people from different backgrounds and experiences who can challenge each other's assumptions with fresh perspectives. To that end, we look for a diverse pool of applicants, including those from historically marginalized groups. We acknowledge the historical and current impacts of racism in housing access and affordability and commit to a framework that seeks diversity, equity, inclusion, and liberation. The role is based in Santa Clara County, and we have transitioned to a hybrid model, providing access to the Downtown San Jose office.

ABOUT THE POSITION



SV@Home is seeking a passionate, detail-oriented, and social-justice focused candidate to support our affordable housing policy work. The Housing Planning and Production Associate will be responsible for both land use planning and affordable housing production policy and advocacy. This position will provide policy analysis, maintain relationships with stakeholders, participate in public engagement opportunities, and manage advocacy campaigns. The Housing Planning and Production Associate will be a part of the Policy and Land Use Team. This is a Full Time, Permanent, Non-exempt position reports to the Director of Policy.

KEY DUTIES AND RESPONSIBILITIES

The Housing Planning and Production Associate will be responsible for the following activities:

Planning Policy and Advocacy (Approximately 35% of the role)

- Providing housing policy expertise in analyzing and developing SV@Home recommendations to local and regional planning and land use policies and processes.
- Develop and implement land use campaign strategies that achieve SV@Home's housing affordability goals through local planning processes in partnership with policymakers, city and county staff, and community members.
- Identifying and supporting community solutions to respond to outdated land use and housing policies and ordinances that have resulted in segregation and inequity.

Affordable Housing Production Policy and Advocacy (Approximately 35% of the role)

- Develop and implement strategies that respond to the need for increased housing and affordable housing production in Santa Clara County, including local implementation of state streamlining programs and expansion of local funding sources.
- Support the housing development community by providing information, gathering feedback on housing policies, and overseeing SV@Home's project endorsement process and project advocacy work.
- Prepare recommendations in partnership with policymakers, affordable housing advocates, city and county staff, and the development community regarding housing development-related policies, regulations, ordinances, codes and legislation at the local, regional and state levels.

Communications, Partnerships, and Engagement (Approximately 30% of the role)

- Facilitate convenings and stakeholder meetings that bring different kinds of people together to work for powerful solutions and achieve greater local impact.



- Cultivate and maintain relationships with key partners including community-based organizations, developers, municipal staff, and other policy experts.
- Support collaborative and coalition actions in support of community-led initiatives.
- Develop and prepare comment letters, compelling data, infographics, fact sheets, news articles, blogs and other political and educational materials to reach a variety of audiences.
- Help organize, participate in, and conduct trainings, webinars, and focus group discussions to build awareness and knowledge, both virtual and in-person.

EXPERIENCE AND QUALIFICATIONS

A competitive candidate will have the following experience, knowledge, and attributes...

- A demonstrated commitment to affordable housing, racial and social justice, and a diversity, equity, inclusion and liberation framework.
- 2-3 years of relevant work experience with affordable housing policy, housing production, affordable housing finance, land use planning, public policy, and research and analysis (volunteer, academic, and/or lived experience qualifies).
- Excellent communication skills (written and verbal).
- Experience with Microsoft Office, Adobe, Dropbox and ability to seek out and learn new technologies.
- Experience working with a broad array of constituency groups such as policy makers, developers, and community advocates.
- Demonstrated ability to work cooperatively with others, both within the organization and in the community.
- Must possess a proactive and collaborative approach to work.
- Must have the ability to work well under minimal supervision, problem-solve, and handle competing priorities in a fast-paced environment.
- Experience working in a remote/in-person hybrid team
- Ability to work with a high degree of emotional intelligence, navigating individual and team conflicts productively, with empathy and integrity and contributing constructively to overall organizational advancement and culture

COMPENSATION AND BENEFITS PACKAGE

We offer a competitive benefits package that includes...



- Full medical, dental, vision, and life insurance for employees
- 15 days of Vacation and 36 days of sick time per year
- 12 office holidays plus a holiday office closure from December 25th through January 1st, and a one-week summer office closure
- SIMPLE IRA retirement plan with a 3% employer match
- Monthly cell phone and parking or public transportation reimbursement

Applications will be accepted through July 21, 2023, we plan to hold interviews around July 31, 2023 - August 11, 2023, and our target hire date is August 28, 2023. Interested applicants should email a cover letter, writing sample, and resume to jobs@siliconvalleyathome.org. Please indicate "Housing Planning and Production Associate" in the subject line of your email. Thank you for your interest and we look forward to hearing from you.

DO YOU THINK THIS MIGHT BE YOU?

If you see yourself in this job description but don't feel like you meet every single criteria, we encourage you to apply anyway! Research shows that individuals from historically marginalized groups tend to self-select out of opportunities at higher rates. We take a holistic approach to all of our hiring practices and want to hire those who best align with our mission and goals.

SV@Home is committed to providing our staff with a safe work environment and supporting collective health. As such, SV@Home requires confidential proof of completed COVID-19 vaccination, including eligible booster(s) for all employees (with the exception of reasonable accommodations due to medical or religious beliefs).

SV@Home is an equal opportunity employer to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious or political affiliation, actual or perceived gender identity, age or sexual orientation.