



Policy and Research Associate

Title: Policy and Research Associate

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

Location: San Jose, CA

Job Classification: Full-Time, Permanent, Exempt

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 Policy and Research 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 Policy and Research Associate will be responsible for policy research and analysis in support of SV@Home's active advocacy, educational work. The Policy and Research Associate will be a part of the Policy and Land Use Team. This is a Full-Time, Permanent, Exempt position that reports to the Director of Policy.

KEY DUTIES AND RESPONSIBILITIES

The Policy and Research Associate will be responsible for the following activities:

Policy and Research (Approximately 55% of the role)

- Participate in a collaborative process of developing strategies and approaches to current affordable housing issues.
- Conduct policy analysis, on regional and local housing issues, including the impact of current and proposed policies, utilizing appropriate qualitative and/or quantitative data.
- Collect and manage data on affordable housing needs and resources.
- Compose topical summaries, position papers, and policy briefs for diverse audiences.
- Prepare comment letters and activate advocacy tools to engage partner organizations and community members.

Information and Education (Approximately 35% of the role)

- Oversee the organization's educational and advocacy tools in collaboration with other members of the policy team.
- Produce content, and support the publication of SV@Home's bi-weekly newsletter.
- Support the development and implementation of strategic messaging campaigns

Other Activities (Approximately 10% of the role)

- Attends and helps plan events that provide educational and networking opportunities for SV@Home members, including Affordable Housing Month.
- Attends and provides testimony at public meetings to present SV@Home's policy positions.
- Participate in organizational diversity, equity, inclusion and liberation process for incorporation into organizational culture and policy work.

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 or advocacy, land use planning, public policy, and/or 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.
- 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 12 days of sick time per year
- 11 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 August 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 "Policy and Research 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.