



Policy and Legislative Associate

SV@Home is the voice for affordable housing in the Silicon Valley. With an 11-person staff team and a 20-member Board of Directors, SV@Home drives 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 will to support policies, programs, land use, and funding that will increase the supply of affordable housing for all in Santa Clara County. SV@Home's vision is a Silicon Valley where all people have access to a safe, stable, and affordable home. SV@Home's 300+ organizational and individual members represent a wide variety of sectors and backgrounds.

SV@Home is incorporating a new 501c4 nonprofit organization—the SV@Home Action Fund. This new 501c4 will lobby for housing at the State and local level, and will work on local and State ballot initiatives. While the SV@Home Action Fund will be affiliated with SV@Home, it will be a separate and distinct organization.

Position Overview

SV@Home is seeking a passionate, well-organized, and creative individual to join the team to focus on policy and legislative activities that increase opportunities for affordable housing in the South Bay. This is a full-time (40 hours/week), exempt position that reports to the Deputy Director at SV@Home's offices in Downtown San Jose.

Key Responsibilities

Policy and Advocacy

- Analyzing policy and legislation
- Preparing reports, graphics, and collateral materials
- Maintaining a database and contact lists for elected officials and other stakeholders
- Tracking and monitoring legislation, and preparing letters of support
- Participating in work groups to tackle specific housing issues

Relationship Building

- Cultivating and maintaining relationships with elected officials and staff
- Engaging key regional and local partners and forming coalitions
- Building the base of supporters in the community

Events and Communication

- Preparing written materials, newsletter articles, social media posts, PowerPoint presentations, and other communications
- Assisting with planning and executing events and meetings
- Speaking at events and meetings on legislation and other housing topics

Qualifications

- A Bachelor's degree and a minimum of two years of experience in a policy, legislative, or advocacy role is required.

- Must possess a strong background or interest in affordable housing, public policy, and/or social justice, and an interest and ability to learn, speak, and write compellingly about such topics in SV@Home's voice.
- Must possess excellent communication skills, including both writing for, and speaking with a variety of audiences, including the public, elected officials, and other stakeholders.
- Must have the ability to work well under minimal supervision, handle multiple tasks, and work well in a team environment.
- Must be flexible, nimble, and able to work effectively under pressure.

Compensation

- \$55,000-\$65,000 annual salary based on experience and qualifications
- SV@Home offers a competitive benefits package that includes medical, dental, vision, and life insurance; vacation and sick time; 10 paid holidays plus a holiday office closure from December 25th through January 1st; a SIMPLE IRA retirement plan and employer match; a monthly phone stipend; and a parking or public transit stipend.

Application Process

Applications will be accepted on a rolling basis until the position is filled. Interested applicants should email a cover letter and resume to jobs@siliconvalleyathome.org with "Policy and Legislative Associate" in the email subject line. Qualified candidates will be contacted if selected for an interview. Phone calls will not be entertained.

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