



Policy Associate

Mission-driven, non-profit community developer and affordable home builder seeks highly motivated individual for the position of Policy Associate.

The successful candidate will conduct and track research for advocacy purposes. Assist with city, state and federal policy impact and consumer issues. Track housing and community development policy at local, county, and state levels. Assist in collecting, compiling and analyzing data, and conducting and analyzing surveys on issues. Assist in liaising with government officials and their aides as important issues arise, and provide necessary research and background to facilitate effective meetings. Draft policy statements and responses to current issues affecting local communities. Track funding opportunities at local, state, and federal levels (i.e.; cap-and-trade or veteran's housing).

Bachelor's Degree in Political Science, Public Policy, Communications or related field; Master's Degree preferred. Four (4) years of experience in non-profit environment preferred. Strong research, organizational, and communication skills. Knowledge of housing and economic policy matters and development on city, county, and state levels. Knowledge of mortgage-lending trends in low-income communities of Los Angeles County. Available to work evenings and weekends as needed. Strong proficiency in MS Office Suite.

Email resume with cover letter to Human Resources at humanresources@nhslacounty.org or fax to 213-406-6079.

Salary \$50,000 + benefits.