



Job Announcement: Policy Associate

Organizational Overview: The National AIDS Housing Coalition (NAHC) is a national nonprofit membership housing policy and advocacy organization working to end the HIV/AIDS epidemic by ensuring that persons living with HIV/AIDS have quality, affordable and appropriate housing. NAHC has relationships in each region of the U.S. and contacts across the country. NAHC provides a network for communities to share information and collaborate on housing service delivery, as well as research and advocacy efforts conducted on the national, regional, state and local levels. NAHC's membership includes AIDS housing consumers, policy makers, advocates, service providers, researchers and state and local government agencies. NAHC works in coalition with housing and AIDS organizations to highlight the particular housing need of people living with HIV/AIDS. NAHC compiles, synthesizes and disseminates cutting edge research documenting housing's role in HIV prevention and healthcare through user-friendly advocacy tools, and advocates on behalf of its members to strengthen AIDS housing resources and policies. NAHC is co-convenor of the North American Housing and HIV/AIDS Research Summit series.

Position Profile: NAHC seeks a Policy Associate in its two-person DC office to work under the supervision of the Executive Director on the development and promotion of policies and practices that employ housing interventions as a core strategy to reduce disparities in HIV health outcomes at the national level. The Policy Associate's responsibilities include, but are not limited to:

- Synthesizing policy materials/proposals into user-friendly tools and for diverse audiences including NAHC membership, congressional staff, partner organizations and other stakeholders
- Participating and/or leading meetings with Congressional and agency staff
- Tracking legislation relevant to AIDS housing, and more broadly, low income housing
- Assisting in the development of a NAHC research agenda based on interaction with the NAHC board and membership

- Communicating and providing outreach to NAHC board of directors and members (i.e. composing action alerts, providing referrals, assisting in research/policy needs, etc.)
- Reviewing the Federal Register for notices of interest to the NAHC membership
- Assisting, where necessary, in NAHC's fundraising and membership programs

Required Qualifications:

- Bachelor's degree with one or two years of varied and progressive policy experience.
- Advanced knowledge of personal computers including Microsoft Word, Excel, PowerPoint, and Publisher.
- Knowledge of data collection techniques, such as library and internet research.
- Good analytical and problem-solving skills.
- Ability to communicate effectively both verbally and in writing with both internal and external stakeholders.
- Ability to follow oral and written instructions.
- Ability to establish and follow through on priorities.
- Strong verbal and written communication skills including ability to translate complex material for use by diverse audiences.
- An interest in health and homelessness/housing issues and a commitment to social justice.

Preferred Qualifications:

- Experience with organizing/coalition building
- Grant-writing experience

Salary and Benefits: NAHC offers salary and benefit package comparable to other non-profits of its size, including health insurance, eligibility for participation in retirement after one year of employment, accruing 10 days of paid time off in addition to 10 paid holidays per year. Occasional travel required.

Start Date: Mid-Dec.

To Apply: Send cover letter, resume, writing sample and 3 references to nahc@nationalaidshousing.org by December 5, 2013. No phone calls, please.