



Job Description – AHIARC Advocacy and Policy Coordinator

Job Title	AHIARC ADVOCACY AND POLICY COORDINATOR	Department:	ADMINISTRATION
Reports To	EXECUTIVE DIRECTOR	Salary Range:	BASED ON EXPERIENCE: \$24.00 - \$28.00/HOUR
FLSA	NON-EXEMPT	Revision Date:	11/15/2023

ABOUT PCRI

Portland Community Reinvestment Initiatives, Inc. is a non-profit community development corporation with a mission “to preserve, expand and manage affordable housing in the City of Portland and provide access to and advocacy for services to our residents”. With over 800 units of affordable housing, PCRI’s unique mix of single-family homes, small multi-plexes and community apartments represents one of the last stable opportunities for low-income households to remain in their vibrant Portland neighborhoods. These homes and apartments are woven into the fabric of their neighborhoods and are a model for eliminating concentrations of poverty.

To accomplish PCRI’s goal of addressing involuntary displacement, PCRI established a displacement mitigation initiative, Pathway 1000, with the sole purpose and intent of slowing and reversing the involuntary displacement of long-term residents previously forced to move from N/NE Portland, and current residents at risk of displacement. Through the Pathway 1000 initiative, PCRI aims to build and create at least 1,000 homes in the next 10 years, many of which will be available to purchase. The homes will be located throughout the city of Portland, with the primary focus on the N/NE Portland neighborhoods where displaced families previously resided.

ABOUT AHIARC

Affordable Housing Industry Anti-Racism Collaborative (AHIARC) is a collaborative of organizations, including PCRI, representing the breadth of the affordable housing ecosystem in Oregon, who work together to advance social, racial, and economic justice and the housing equity outcomes prioritized by culturally specific organizations, by identifying and advocating for changes to the systems and policy of affordable housing development, finance, design, construction, and property management.

POSITION Summary:

The AHIARC Advocacy and Policy Coordinator will work with PCRI Executive Director, AHIARC advisor, AHIARC members and their policy staff to secure the tools and policies identified by culturally specific organizations as essential to their success, growth, and sustainability; and on housing and economic opportunity policy issues prioritized by Black and Brown communities.

The Advocacy and Policy Coordinator will partner with community and affordable housing industry leadership to advance an advocacy agenda and carry out outreach efforts to engage stakeholders in Oregon. The Advocacy and Policy Organizer will work with AHIARC leadership to develop and advance a community-informed local and statewide advocacy agenda.

ESSENTIAL FUNCTIONS:

- Build relationships with key individuals within the affordable housing ecosystem including public sector administrative agencies, elected officials' legislative staff, and private sector partners who help shape public policy initiatives
- Collaborate with partners, colleagues, and other advocacy groups to identify alignments, develop engagement strategies, and mobilize community partners
- Provide clear analysis and recommendations on policy and advocacy issues
- Work with PCRI direct service staff, and others, to understand the link between their daily work activities and systems change work
- Assist preparation for, and participate in, AHIARC meetings
- Develop AHIARC correspondence, testimony, policy proposals, talking points, fact sheets, and action alerts for policy campaigns
- Maintain positive partnerships and relationships with key contacts in the community, public and private sector organizations, and other key stakeholders
- Manage deadlines, tasks, anticipate and adjust for change, set goals and evaluate results
- Occasional travel may be required to perform job functions such as off site meetings, or travel to different office locations
- Other duties as assigned by the Executive Director

QUALIFICATIONS:

We are looking for an experienced and mission-driven team member. A successful candidate will possess political and/or community advocacy experience and strong project management and organizing skills.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree in: Public Policy, Communications, Political Science, Sociology, Urban Planning or Related field preferred; or two (2) years of work experience in coalition building, community advocacy, public policy, or non-profit leadership experience
- Knowledge of political, economic and/or social issues affecting affordable housing development and operation for BIPOC and other vulnerable populations
- An understanding of systemic racism and inequity and how it intersects with public systems
- Experience working with policy-makers, the media, community organizations and coalitions preferred
- Experience working within diverse populations strongly preferred

SKILLS:

- Excellent interpersonal communication, collaboration, conflict resolution, and strong writing skills
- Strong attention to detail and strong work ethic; strong facilitation and project management skills
- Ability to manage stress and remain flexible in a changing environment
- Demonstrated ability to work both independently and as part of a team
- Comfortable speaking in large groups or with individuals
- Ability to take initiative and prioritize tasks using time-management and problem-solving skills
- Strong organizational and time management skills with exceptional attention to detail

- Strong computer skills including:
 - Web-based research
 - Word Processing
 - MS Excel
 - Database use
 - Email

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Driver's License

PHYSICAL REQUIREMENTS:

- Must be able to regularly walk up and down stairs up to 8 hours per day.
- Must have the ability to stoop, twist, reach, and pull.
- Must be able to sit and/or stand for up to 8 hours a day.
- The worker is required to have close visual acuity to perform an activity such as viewing a computer terminal and extensive reading.

WORKING CONDITIONS:

This job operates in an office setting. This role routinely uses standard office equipment. Office hours are Monday through Friday 8:30am-5pm.

COMPENSATION / BENEFITS:

Salary is commensurate with qualifications and experience. PCRI provides a generous benefits package that includes 10 days of paid Vacation after the completion of one year of employment that increase over time to 20 paid days. In addition to paid vacation, PCRI's annual benefits package includes 9 days of paid Sick Leave and 3 days of paid Personal Time Off, 11 paid holidays, employer-paid health coverage (medical, dental, vision) that requires a contribution for employee if dependents added to plan, Long Term Disability Insurance, 403(B) employer match contribution of up to 3% of employee's annual salary. Voluntary benefits include: Life Insurance, Short Term Disability insurance, critical and accidental insurance.

WORK ENVIRONMENT / COMPANY VALUES:

PCRI is a fast-paced, highly engaged work environment. We strive to communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities and cultural backgrounds. We actively seek opportunities for professional development for our staff and promote a willingness to change for continual improvement.

PCRI is an EEO employer committed to the inclusion of all people in our workplace and programs.

Finance / Accounting office is located on 3rd floor of office building with no elevator.

Undergoing and passing a pre-employment criminal background, drug test and physical exam is required.

REASONABLE ACCOMMODATIONS:

To perform this job successfully, an individual must be able perform each essential function and the physical demands satisfactorily, with or without accommodations. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions, provided they do not create undue hardship on PCRI. Applicants needing accommodations for the application or interview processes

are encouraged to contact Human Resources at PCRI, 6329 NE Martin Luther King Jr. Blvd, Portland, Oregon, 97211, by email at jobs@pcrihome.org, or fax to (503) 943-2844.

APPLICATION PROCESS:

Interested candidates should submit a resume and a cover letter addressing qualifications for the position, to the attention of Human Resources. PCRI, 6329 NE Martin Luther King Jr. Blvd, Portland, Oregon, 97211, by email at jobs@pcrihome.org, or fax to (503) 943-2844. This position is open until filled. Please note that only those candidates selected for an interview will be contacted.