



Job Description: Sustainable Housing Policy Analyst

Supervisor: Sustainable Housing Policy Manager

Location: Main Office, 369 Pine Street, Suite 300, San Francisco, CA 94104

Anticipated Start Date: May/June 2016

Summary: The [California Housing Partnership Corporation](#) (CHPC) is seeking a full-time Sustainable Housing Policy Analyst to join CHPC's [Green Rental Home Energy Efficiency Network \(GREEN\)](#) policy team. Under the supervision of the Sustainable Housing Policy Manager, the Policy Analyst will support GREEN's policy and advocacy efforts to increase access to water efficiency and conservation programs for the multifamily low-income affordable housing sector and support CHPC's energy efficiency and renewable energy work. The Policy Analyst may also provide assistance to the Sustainable Housing Program Director in helping to implement the state's [Low Income Weatherization Program](#).

About CHPC

[The California Housing Partnership](#) is a statewide nonprofit housing policy and financial consulting organization with a mission to assist nonprofit and government agencies in creating and preserving affordable housing for low-income households. The California Housing Partnership convenes [GREEN](#) to increase access to energy efficiency resources for multifamily rental properties in California and ensure that publicly assisted properties serving the state's lowest-income households receive an equitable distribution of these resources.

Primary Duties and Responsibilities

- 1. Assist the Sustainable Housing Policy Manager in growing water efficiency and conservation as a GREEN area of expertise by:**
 - **Building Water Efficiency Contacts and Alliances:** Cultivate relationship with at least one large Northern California public water agency (i.e. East Bay Municipal Utility District) and support the Sustainable Housing Program Director in building relationships with at least one Southern California public water agency serving multiple affordable housing owners members of GREEN. The goal of forming these relationships is to better understand how large public water agencies serve the needs of affordable rental housing owners and tenants, develop and advocate plans to improve their services, find new allies to join us in this work, strengthen CHPC's water policy expertise, and identify potential research needs.
 - **Organizing a Water Forum:** Plan, coordinate, and facilitate a full day event on water efficiency and conservation to identify issues affecting low-income multifamily building owners California
 - **Developing a Water Conservation Program Resource Directory for Affordable Housing Owners and Residents:** Develop a resource directory of California water conservation incentive and programs to connect owners and residents to existing water conservation tools and incentives.
 - **Leading new research on the impact of water rates:** Analyze the impact of rising water rates on the long-term financial sustainability of affordable rental properties and their low-income residents.
- 2. Support the Sustainable Housing Policy Manager in growing GREEN as the leading forum for multifamily affordable rental housing energy efficiency and solar PV issues.**

The Policy Analyst will support the Policy Manager in expanding and coordinating the work of GREEN and the [Energy Efficiency for All \(EEFA\) Coalition](#) (a partnership between GREEN and the Natural Resources Defense Council) by:

SAN FRANCISCO
369 Pine Street
Suite 300
San Francisco, CA 94104
Tel: (415) 433-6804
Fax: (415) 433-6805

LOS ANGELES
600 Wilshire Blvd.
Suite 890
Los Angeles, CA 90017
Tel: (213) 892-8775
Fax: (213) 892-8776

SACRAMENTO
1107 9th Street
Suite 560
Sacramento, CA 95814
Tel: (916) 683-1180
Fax: (916) 682-1194

- Assisting in organizing GREEN activities including monthly working group calls and in-person meetings.
 - Identifying and developing content for GREEN and/or EEFA newsletters and for CHPC's website.
 - Assisting in writing policy papers and case studies in support of CHPC's water, energy efficiency, and sustainable housing policy work.
- 3. Assist in helping to implement the Low Income Weatherization Program:** The Policy Associate may occasionally assist the Sustainable Housing Program Director in implementing the [Low Income Weatherization Program](#) (LIWP) by:
- Assisting in communicating about LIWP to nonprofit owners of affordable rental housing.
 - Gathering information on LIWP candidate properties, assessing program eligibility, and inputting data into Salesforce.
- 4. Perform other duties as assigned by the Sustainable Housing Policy Manager.**

Required Qualifications

- Commitment to addressing the housing needs of low-income Californians
- Demonstrated interest/background in sustainability issues.
- Bachelors degree in related field.
- Strong analysis, research, writing and speaking skills.
- Strong organizational skills, including the ability to set priorities, juggle multiple tasks, and meet assigned deadlines.
- Highly self-motivated and able to work independently with minimal supervision as well as part of a team.
- Strong interpersonal skills and ability to thrive in a close working environment with evolving priorities.
- Highly detail oriented and committed to double check all work for accuracy and quality.
- Proficiency with Microsoft Word, Microsoft Excel, Macintosh platform, and traditional office equipment is essential.

Desired Qualifications

- Masters degree in related field.
- Prior experience with community organizing or coalition building.
- Prior experience in affordable housing development or management.
- Familiarity with utility incentive programs.
- Certifications such as LEED, HERS, GreenPoint and Building Performance Institute.

Employment Status

This is a full-time, at-will position that offers excellent benefits including health, dental, and retirement. Salary is commensurate with experience. *CHPC is an equal opportunity employer where diversity is considered an asset.*

Application Procedure

- Please send a resume and cover letter to Caroline McCormack, Sustainable Housing Policy Manager, at cmccormack@chpc.net.