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|  | **JOB DESCRIPTION**    EFFECTIVE DATE **09/01/2019**  **Supportive Housing Providers Association**  **(SHPA)** |

**Position Title:**      **Policy & Advocacy Coordinator**

**Reports To: Executive Director**

**Position Summary:**

The Policy and Advocacy Coordinator is the lead coordinator in the development and facilitation of the SHPA statewide advocacy plan for the increase of supportive housing opportunities in Illinois and the coordination and facilitation of the statewide advocacy committee as outlined in the SHPA strategic plan. The Coordinator will also research policy and develop advocacy campaigns on issues related to supportive housing and services. The Coordinator’s goal is the preservation and increase supportive housing capacity and funding for supportive services. The Coordinator reports directly to the Executive Director. This is a two-year pilot position, and employment beyond the term of the existing program is not guaranteed. The position is full-time and offers paid vacation/holidays. SHPA does not currently offer medical benefit, however SHPA does provide increased compensation for the individual purchase of such benefits. The Coordinator will work primarily out of SHPA’s Springfield office.

**Duties & Responsibilities:**

* Coordinate with the SHPA Legislative Committee on the development and implementation of the legislative advocacy plan at the state and federal level.
* Coordinate and Facilitate the SHPA Advocacy Committee as outlined in the SHPA Strategic Plan
* Research policy issues related to creating supportive housing, supportive housing services, healthcare, Medicaid, and other policies pertaining to persons whom are experiencing homelessness, at-risk of homelessness, and/or are persons with disabilities and those that directly impact supportive housing operations.
* Assist SHPA members to cultivate relationships with elected officials.
* Work in partnership with SHPA’s contracted lobbyist to develop marketing materials and social media marketing strategies and advocacy message to promote SHPA legislative advocacy and SHPA programs.
* Advocate and educate Illinois policymakers, and influence policy and allocation of resources.
* Schedule and facilitate in district meetings with Illinois and Federal policy-makers.
* Coordinate and facilitate community organizing campaigns including social media and other media outlets as necessary.
* Represent SHPA at meetings with state & federal policymakers, state agency officials and leaders, and participate with other advocacy groups and coalitions to advance SHPA’s advocacy campaign and message coordination.
* Coordinate staffing of SHPA’s Legislative Committee, the Housing Action Illinois-SHPA Continuum of Care Committee and other ad hoc committees to protect and increase permanent supportive housing.
* Act as the Illinois Captain for Capitol Hill Day at the annual National Alliance to End Homelessness Conference in Washington, D.C.
* Organize SHPA Regional Meetings and Conferences with other SHPA staff.
* Organize & Lead SHPA Advocacy Day
* Perform other duties as assigned.

**Qualifications:**

* Two or more years of experience in non-profit policy, advocacy, and community organizing.
* Relationship builder: able to relate well with a wide variety of individuals.
* Meeting facilitation.
* Self-directed, self-starter
* Excellent communication skills, both written and verbal.
* Strategic thinker who learns quickly and possesses good judgment
* Well-organized.

**Required:**

* Access to car for statewide travel
* Access to cell phone for regular business-related communications
* Proficient in Microsoft Office programs, especially Outlook, Word, Excel, Power Point
* Proficient with social media platforms such as Facebook, Twitter, and others that will advance SHPA’s advocacy efforts.
* Computer literate

**Preferred:**

Education:  Bachelor’s degree or higher, experience in related field may be substituted for educational degree.

**Salary and Benefits:**

* Salary range is $40,000 to $50,000 per year.
* Generous vacation policy.

**Further Information:** This position is based in Springfield

**Classification:** Full-time exempt.

Staff Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Supportive Housing Providers Association is an Equal Opportunity Employer.