



**POSITION TITLE:** **Project Coordinator, Hurricane Housing Recovery**

**STATUS:** Regular, full-time (exempt)

**REPORTS TO:** Director of Public Policy

**BASIC FUNCTION:** Responsible for working closely with NLIHC's CEO, Policy, Research and Filed teams to engage and coordinate NLIHC's Hurricane Housing Recovery Coalition's work to educate, communicate, coordinate and monitor efforts related to federal legislative, regulatory, and administrative activities responding to the housing recovery and rebuilding needs in Texas, Florida, Puerto Rico, and the Virgin Islands after Hurricanes Harvey, Irma, and Maria.

## **RESPONSIBILITIES**

### **Congress and the Administration**

1. Monitor legislative, regulatory, and administrative developments, as well as other activities or events of interest on Capitol Hill and at the U.S. Department of Housing and Urban Development (HUD), the Federal Emergency Management Agency (FEMA), and other relevant agencies; ensure that local partners and the entire Hurricane Housing Recovery Coalition are apprised of key developments and events.
2. Monitor disaster recovery implementation by maintaining frequent contact with local partners; hold regularly scheduled calls for local partners to inform a working subgroup of the Coalition about implementation issues; inform and educate with HUD, FEMA, and other relevant agencies on policy and program recommendations from NLIHC policy team and local and national partners.
3. Help facilitate communications and education with members of Congress and the Administration by drafting letters, scheduling and participating in meetings, and leading conference calls, and preparing and sending communications to members, Administration officials, and their staff.
4. Work closely with senior staff at HUD, FEMA, and other relevant agencies to share information (top down and bottom up), to educate and urge action on removing obstacles, and to protect key rules and regulations.
5. Complete other policy, Congressional and Administration, projects, as assigned.

## **Coalition**

1. Represent NLIHC before selected national partners; participate in the planning and implementation of NLIHC's Hurricane Housing Recovery Coalition.
2. Coordinate regular meetings of NLIHC's Hurricane Housing Recovery Coalition; coordinate and facilitate working group meetings, prepare materials, and make presentations.
3. Work, together with NLIHC field staff and NLIHC partners and allies in impacted communities to stay abreast of disaster recovery issues and concerns.

## **Policy Communication**

1. Research and prepare articles for NLIHC's weekly newsletter *Memo to Members and Partners*, including Capitol Hill, HUD, and FEMA updates, through web-based and other research and attendance at hearings and briefings.
2. Develop materials that translate pending proposals and actions, as well as disaster recovery and rebuilding implementation issues, into an accessible and understandable format for Coalition members and partners. Respond to requests for information from members and other network participants.
3. Represent NLIHC at meetings and events in Washington, DC and across the nation.
4. Help plan and implement briefings, dialogues, and other informational forums on issues related to housing recovery priorities and initiatives.
5. Monitor and provide updates for NLIHC's website.

## **Research**

Work with NLIHC research team to:

1. Review and summarize previous research on housing recovery to inform policy and identify best practices
2. Help create and implement a housing recovery research plan
3. Help identify and utilize data to measure housing recovery after disaster
4. Help review past disaster recovery plans for utilizing federal funds
5. Monitor disaster recovery (CDBG-DR) plans in response to recent disasters

## **Organizational Support**

1. Attend and report at all meetings of Board of Directors; participate in staff meetings, trainings, and all NLIHC events.
2. Participate in the planning and implementation of all aspects of NLIHC's annual policy forum, including speaker recruitment.

3. Other duties as assigned.

**QUALIFICATIONS:**

Requirements include a bachelor's degree (master's degree preferred). A degree in Public Policy, Public Administration, Humanitarian Emergency Management or related area is a plus. Applicants should have at least two years of experience in project management, organizing, and/or public policy. Applicants should have a commitment to social justice and some knowledge of the fundamentals of affordable housing, homelessness, disaster recovery, or social service delivery. Candidates should be able to work in a diverse, high-paced environment and have strong writing and editing skills, oral and interpersonal communications, organizational skills, and attention to detail. Applicants should also be proficient in the Microsoft Office suite and social media platforms, and some experience with databases (Stata or SPSS) is a plus.

An equal opportunity, affirmative action employer, NLIHC offers a competitive salary and benefits package. This is a full-time position located in Washington, DC. It is a one-year contract position with the possibility of extension.

Interested candidates should submit a resume, cover letter with salary requirement, and two writing samples to Paul Kealey, Chief Operating Officer, NLIHC, at: [pkealey@nlihc.org](mailto:pkealey@nlihc.org)