

## **Contract Policy Advocacy Position**

### **Request for Proposals**

**The Washington State Coalition for the Homeless is seeking a temporary contractor to provide support to the WSCH Legislative Committee during the 2010 legislative session.**

The Washington State Coalition for the Homeless (WSCH) is a 501-c-3 nonprofit organization whose mission is to end homelessness. We exist to support housing and service providers in their efforts to end homelessness in Washington State through advocacy, public education, and training. The Washington State Coalition for the Homeless is also part of a larger coalition of housing advocates. This group includes: the Washington Low Income Housing Alliance, the United Way of King County, the Committee to End Homelessness in King County, Catholic Community Services of Western Washington, Homesight, and others.

The Executive Director of WSCH, Mia Wells, will be on maternity leave during the majority of the 2010 legislative session. WSCH seeks a part-time, temporary contractor to provide support during that time.

### **Scope of Work**

The Contractor will report to the Vice President of Legislative Activities (Legislative Committee Chair) and will work in close collaboration with WSCH lobbyist, Seth Dawson, and others in the housing advocacy community. Work may be done at the WSCH office or from the Contractor's office, or both.

The Contractor shall provide the following services:

- ◆ Staff weekly Legislative Committee meetings
- ◆ Update the WSCH legislative agenda policy briefs under the direction of the Legislative Committee
- ◆ Send legislative alerts under the direction of the Legislative Committee and Mr. Dawson
- ◆ Maintain the advocacy pages of the WSCH website (training will be provided)
- ◆ Meet with legislators and their staff to promote and advance our agenda
- ◆ Coordinate testimonies for hearings
- ◆ Fill in for Mr. Dawson when he is unavailable
- ◆ Represent WSCH at various community meetings related to advocacy
- ◆ Attend WSCH Board meetings during the legislative session
- ◆ Keep Ms. Wells informed of all WSCH legislative activities and decisions via e-mail

Legislative Committee meetings are generally one-hour conference calls. Calls take place once or twice each month during the interim, and weekly during the legislative session. Staffing the Committee includes but is not limited to: developing agendas for and co-facilitating these meetings with the Committee Chair; keeping members informed of new developments regarding our priorities; and implementing decisions made by the Committee.

Work will begin January 4, 2010 and end February 15, 2010, or other date(s) mutually agreed upon by WSCH and the Contractor. Work is generally expected to coincide with the 2010 legislative session with some work possibly beginning prior to the session, possibly ending after Ms. Wells returns from leave. The budget for this for the entire scope of work, depending on qualifications, is \$6,000-\$10,000.

### **To Apply**

Please submit the following to Mia Wells at [mia@endhomelessnesswa.org](mailto:mia@endhomelessnesswa.org) by November 2, 2009:

1. Cover letter describing your qualifications for and interest in this position
2. Resume
3. A writing sample, preferably regarding a homelessness or housing policy issue
4. Contact info for three references