

HOUSING RESOURCES BAINBRIDGE JOB DESCRIPTION

Public Policy Specialist (contract role)

Summary:

The Public Policy Specialist is responsible for tracking and evaluating policy initiatives that relate to housing on Bainbridge Island and in Kitsap County, helping to formulate a policy strategy for the organization, and advocating on its behalf with local government and community stakeholders. This role works closely with the Executive Director and Communications Director.

Reports to: Executive Director

Schedule: 10-20 hours per week

Duration: 6-12 months with possible extensions

Essential duties and responsibilities:

- Attend (via Zoom) all city council, planning commission, design review board, and/or other meetings with agenda items related to housing and housing policy.
- Research and understand all initiatives, resolutions, ordinances, and topics related to land use and affordable housing being considered on Bainbridge Island.
- Research and determine feasibility of housing policy being studied or adopted in other locations and its applicability to Bainbridge Island.
- Follow the Housing Action Plan process and coordinate with Communications Director to create communications on issues and topics being discussed.
- Guide and act as subject matter expert for HRB staff and board to help form HRB's policy and stance on various housing issues and actions.
- Participate in public meetings and hearings regarding Housing Action Plan and other housing initiatives.
- Participate in HRB advocacy committee meetings.

Qualifications:

- Strong knowledge of local legislative policy and process
- Proficiency with Microsoft Office 365

- Ability to effectively communicate in a professional manner with elected officials, local government staff, HRB board members and staff, and anyone associated with the organization
- Strong analytical, quantitative, problem-solving, and technical skills
- Ability to maintain confidential information, high ethical standards, positive attitude
- Able to adapt to and excel in a fast-paced environment
- A commitment to diversity, equity, and inclusion, especially as it relates to housing equality

Please send resume and cover letter to phedra@housingresourcesbi.org.

About Us:

Founded in 1989, Housing Resources Bainbridge (HRB) is Bainbridge Island's only nonprofit affordable housing provider and advocate. As a community land trust, we own and manage land for the purpose of providing permanently affordable homes for rent and sale.

Stewardship is a key component of the land trust model. We offer rental assistance with social services to increase financial self-sufficiency, shepherd prospective owners through the home-buying process, and support current owners in maintaining the physical and financial health of their homes. We also help older adults and people with disabilities age in place by performing home repairs and modifications.

To those at risk of displacement and homelessness, HRB provides not only housing stability, but access to the strong schools, clean air, and safe neighborhoods of Bainbridge. In this way, we are promoting social and economic mobility and building a more equitable society. We believe that a strong community is an inclusive one.