



Bear River Association of Governments
Community Action Services & Food Bank
Family Connection Center
Five County Association of Governments
Ogden-Weber Community Action Partnership
Salt Lake Community Action Partnership
Six County Association of Governments
Southeastern Utah Association of Governments
Uintah Basin Association of Governments
Utahns Against Hunger

JOB DESCRIPTION

Position: **Housing Policy Analyst**
Hours: Full-time Exempt
Reports to: Executive Director

Basic Responsibilities:

The analyst will work with CAP Utah staff, member agencies, community partners, national organizations and state departments to provide policy analysis and research on housing and energy issues. The analyst will produce fact sheets and position papers that will be used to educate legislators, community partners and the public about housing policy and funding issues. This individual will also produce regular housing updates through an e-newsletter as well as host regular informational meetings with advocates. The analyst will also collaborate with staff to coordinate a Democracy Day at the Legislature event.

Specific Duties and Responsibilities:

- Collaborate with Community Action Agency staff to create a comprehensive housing agenda
- Write fact sheets and position papers on policy issues that affect affordable housing or home energy in the state;
- Write reports and policy briefs on emerging issues that could affect affordable housing and home energy;
- Educate community partners and legislators about the importance of affordable housing;
- Support statewide efforts to implement the plan to end chronic homelessness;
- Produce regular legislative updates;
- Produce regular newsletters;
- Participate in the creation of a data book on poverty in Utah;
- Participate in efforts to coordinate Democracy Day at the Legislature;
- Participate and lead efforts related to the Family Investment Coalition;
- Follow and analyze national efforts around affordable housing;
- Participate in CAP Utah functions;
- Other duties as assigned.

Reporting

- Ensure and provide accurate documentation of program activities.
- Prepare reports to funding sources and grant request information.

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- Prepare materials for annual report and audit.

Outreach, Public Relations, Advocacy, Education

- Oversee and/or establish and maintain outreach contacts with related agencies, groups, businesses and individuals.
- Produce and/or organize educational materials, PSA's and press releases.
- Represent the program to: outside agencies, the media, and general public.
- Attend meetings and workshops.
- Oversee and/or establish and maintain outreach to UCAPA member organizations.

Fiscal Operations

- Identify and secure new sources of funding through such actions as grant writing & fundraising.

General Program Administration

- Oversee and/or participate in general program duties.
- Participate in general organizational activities and events.
- Other duties as assigned.

POSITION REQUIREMENTS:

- Must be detail oriented and possess strong interpersonal skills
- Ability to handle multiple projects and deadlines successfully
- Experience working with low-income individuals is encouraged
- Familiarity with housing and homeless programs and services available to low-income individuals
- Computer proficient
- Strong written and oral communication skills
- Must be willing to travel and work evenings and/or weekends as required
- Bachelor's degree or equivalent experience

To apply send email a resume and cover letter to Paul Leggett at paul@caputah.org

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