



Job Announcement

Legislation and Communications Assistant: (Part-Time, Temporary, \$20/hour)

Our Mission

All Home is a Bay Area organization that advances regional solutions to disrupt the cycle of poverty and homelessness, redress racial disparities in outcomes, and create more opportunity for economic mobility for individuals and families with extremely low incomes. All Home works across counties, sectors, and silos to advance coordinated, innovative solutions and to build a movement to challenge the status quo that perpetuates homelessness.

Our Values

- Be courageous in action and brave in speaking the truth
- Work hard, work with joy and deliver results
- Operate with humility
- Strive for impact through collaboration and partnership
- Fight for equity and social justice
- Be transparent with our words and actions
- Honor the wisdom of lived experiences

Job Summary

One important way All Home achieves our mission is through legislative advocacy at the state and federal level, with and for key partners around the Bay Area. Expanding our strategic communications capacity also supports our advocacy and increases our impact.

The Legislation and Communications Assistant will help track, analyze and respond to state and federal legislation addressing homelessness, housing, poverty, and related issues. They will help message those issues externally and also support other communications initiatives.

The ideal candidate has a strong interest in ending homelessness, poverty, and housing insecurity; a racial justice lens; excellent written communication skills; and some familiarity with the California legislative process and housing and poverty-related policy.

Key Responsibilities

- Track and analyze state and federal legislation addressing homelessness, housing, poverty, and related issues
- Draft and collaborate on letters of support/opposition for specific bills
- Attend meetings of the Regional Impact Council and its Great Policy Strategies task force, and other meetings with external stakeholders as needed

- Draft and post content to All Home's website, social media channels, and other platforms
- Monitor and help maintain All Home's email contact list, press list, and other external audiences
- Support other communications initiatives with writing, editing, research, and data management.
- Attend weekly All Home staff meetings and quarterly in-person all-staff meetings, if requested by supervisor
- Perform other job-related duties as assigned or needed

Qualifications

- This position is designed as a role that is most appropriate for a current undergraduate or graduate level student, particularly in fields of government, political science, communications, or public policy
- Familiarity with California legislative process and housing/poverty-related policy preferred
- Excellent written communication skills
- Ability to work in a diverse environment with a racial equity focus
- The ability to work both independently and collaboratively in a fast-paced policy and advocacy environment
- Fluency with Google Workspace (Gmail, Calendar, Drive), MS Office suite (Word, Excel, PowerPoint), Zoom, Slack, and other communications channels for remote work

Reporting + Organizational Relationships

This position will report directly to All Home's Director of Communications.

All Home is an independent project operating under the fiscal sponsorship of Tides Center and its 501(c)(3) status. All Home staff are all officially employees of the Tides Center.

Compensation, Classification, & Duration

Compensation will be \$20/hour. This is a temporary, part-time, non-exempt position. The position is expected to require at least 10-12 hours/week, or up to 20 hours a week when school is not in session. During the hiring process, we will work with the selected candidate to determine a schedule and end date, which will likely be at the end of the summer or the legislative session (Sept/Oct 2022). This position is eligible for sick leave in accordance with California law.

How to Apply

Please send an email to LegCommJob@allhomeca.org with a cover letter and resume in a single PDF attachment and the subject "Leg/Comms Assistant application". Your cover letter should express your interest in working at All Home and your qualifications for the role. We encourage you to list your LinkedIn profile on your application. **Priority will be given to applications received by May 16, 2022.** Position is open until filled.

Hybrid Work Environment

All Home is committed to our staff's safety and to facilitating connection and community with each other. Since March 2020, we have been mostly been working remotely, with occasional in-person meetings. Starting January 2022, and subject to continuing evolution based on relevant health orders, we have a hybrid workplace with a combination of remote and in-person work. We have mandatory in-person all-staff gatherings each quarter. Staff will also be expected to attend other in-person meetings as needed. Employees can also use our limited office space on an occasional basis.

COVID Vaccine Requirement

All Home employees are required to confidentially show proof of up-to-date COVID-19 vaccination as a condition of employment, unless the employee seeks and receives an accommodation due to a medical condition or sincerely held religious belief or practice.

Driving and Local or Domestic Travel

The employee may occasionally be required to travel to our office in downtown SF or to meet with staff or colleagues in the region and/or in the State Capitol. Decisions on travel will be based on what's possible and prudent given the evolution of relevant health orders.

Physical Demands

Physical demands include continual sitting, typing, and repetitive computer use for up to 8 hours a day. The position also requires frequent communication with others, including hearing and speaking clearly with individuals and groups, in person and via phone and video calls. These demands are representative of those that must be met to successfully perform the job's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equal Employment Opportunity

All Home is fiscally sponsored by Tides Center, an equal opportunity employer. We strongly encourage applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions. We encourage and will consider for employment qualified applicants with arrest and conviction records.

Applicants with Disabilities

Reasonable accommodation will be made so that qualified applicants who are disabled may participate in the application process. If you seek an accommodation, please advise in writing at the time you apply.