



## Job Announcement

### Program Analyst, Implementation

(Full-time, Exempt, \$110,000-120,000)

#### 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

The Program Analyst will support implementation of All Home's core policy initiatives, particularly the Regional Action Plan (RAP) that sets a goal to reduce the Bay Area's unsheltered homelessness by 75% in three years. To support RAP implementation, All Home is developing a new toolkit to standardize governance and oversight for local homelessness programming in partnership with local jurisdictions. The Program Analyst will usually be embedded with local governments to continue developing, refining, and implementing the toolkit. Implementation will include assisting local government agencies with research and analysis to implement the policies and programs outlined in this best practices toolkit. The County of San Mateo is our first partner co-piloting this project. Between agency assignments, the Program Analyst will support related analytical tasks within All Home.

The ideal candidate will have experience working in California homelessness policy or programming as an analyst, researcher, or program manager with a familiarity of how programs are implemented at the state, county, and/or city level.

## Key Responsibilities

Responsibilities will be diverse, complex, and evolve over time. Responsibilities include:

- Evaluate a local government's policies and business practices for overseeing and implementing homelessness programming.
- Augment analytical capacity for local government partners by performing business analytics that help inform management on how to align their governance structures, accountability measures, resource allocations, and community engagement over homelessness programming.
- Research, compile, and analyze a range of operational and financial data to better understand correlations between homelessness funding, program structures, and program outcomes.
- Translate analytical observations into written reports to educate and persuade policymakers, public administrators, and other stakeholders to implement policy recommendations.

## Qualifications

- Minimum 4 years relevant experience performing analytical or administrative work in the public or nonprofit sector focused on housing and homelessness.
- Bachelor's degree in housing, city/regional planning, financial management, economics, business or public administration or a related field; alternatively, an Associate's degree plus two additional years of relevant work experience can be substituted for a Bachelor's degree.
- Demonstrable knowledge of at least a few of the following subject matters:
  - HUD and other federal funding for homelessness
  - State of California departments, programs, and funding related to homelessness
  - Bay Area political environment relating to housing and homelessness; experience working in the nine Bay Area counties a plus
  - Local government budgeting processes for housing and homelessness
  - Homelessness planning and reporting processes for Continuums of Care, county and city strategic plans, California HCFC HHAP grants and Local Action Plans, etc.
- Strong project management, time management, planning, and prioritization skills
- Ability to work in a diverse environment with a racial equity focus
- Excellent communication, interpersonal, and problem-solving skills
- Fluency with MS Office suite (particularly Excel and PowerPoint), Google Workspace, Zoom, Slack, and other communications channels for remote work

## Reporting + Organizational Relationships

This position will report directly to All Home's Director of Regional Implementation. When the position is embedded in a partner agency, the position will also receive regular direction from designated managers at partner agencies.

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

All Home is committed to paying competitive wages. Salary range is \$110,000-\$120,000, starting at mid-point if minimum years of experience are met. Through our fiscal sponsorship with the Tides Center, we have a competitive benefits package with health, dental, vision, and life insurances, matching funds for retirement, and more. This is a full-time exempt position.

## How to Apply

**Please submit a resume and cover letter to [ProgramAnalystJob@allhomeca.org](mailto:ProgramAnalystJob@allhomeca.org).** 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 January 3, 2023.** Position is open until filled.

## Hybrid Work Environment

All Home is committed to staff's safety and to facilitating community with each other. Since 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.

Due to the unique nature of this position, being embedded in partner jurisdictions, the position will be required to adapt to the work arrangements defined by partner agencies. To start, this position will be expected to work at the offices of the County of San Mateo three days per week.

All Home also has mandatory in-person all-staff gatherings each quarter, and staff are 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 must confidentially show proof of up-to-date COVID-19 vaccination as a condition of employment, unless they seek and receive an accommodation due to a medical condition or sincerely held religious belief or practice.

## Driving and Local or Domestic Travel

The employee will have to travel regularly to our downtown SF office, to meet with partners throughout the region, and occasionally to conferences or events held in other regions of the U.S. 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.