



## ANCHORAGE COALITION TO **END HOMELESSNESS**

**POSITION:** Research and Policy Coordinator

**SUPERVISOR:** Program and Grants Manager

### **JOB SUMMARY**

This role represents a unique opportunity to partner in working with both Alaskan homeless coalitions. While this position will be housed in the Anchorage Coalition to End Homelessness (ACEH), the focus of work is statewide, and the selected candidate will also work directly with the Alaska Coalition on Housing and Homelessness (AKCH2). The Research and Policy Coordinator is responsible for producing a statewide communication plan and advocacy materials regarding homelessness and rental assistance. **Please note, this is a time limited 11-month position ending no later than July 31, 2022.**

### **KEY DUTIES AND RESPONSIBILITIES**

- Create a public awareness campaign regarding Emergency Rental Assistance availability and distribution aimed at multiple target audiences
- Utilize multiple communication channels including social media, digital infographics, traditional media, radio – especially channels popular in rural areas, and personal outreach to by-and-for organizations
- Deploy a website with data visualization to communicate housing insecurity across Alaska
- Develop or help select a contractor to develop an interactive map for the website that includes geographic overlays showing a broad array of demographic and statistical information
- Conduct culturally aware and trauma informed interviews with individuals from a variety of stakeholder groups regarding the impact of Emergency Rental Assistance
- Provide support to the working group engaged in eviction intervention and diversion activities
- Assist with data gathering and management regarding evictions in Alaska
- Participate in meetings with a national cohort of others doing similar work

### **KNOWLEDGE/SKILLS/ABILITIES:**

- Excellent written and verbal communication skills, including demonstrated ability to develop written content appropriate for a range of media, formats, and audiences
- Experience with communication campaign development and graphic design
- Experience with social media and website development
- Excellent interpersonal and collaborative skills,
- Excellent attention to detail
- Self-motivated
- Demonstrated ability to prioritize and multi-task simultaneous responsibilities
- Demonstrated problem-solving skills
- Proficiency with:
  - MS Office Suite

**EXPERIENCE:**

Minimum of one year of related information campaign/digital communication experience. An equivalent combination of education experience may be considered.

**EDUCATION/TRAINING:**

Bachelor's degree preferred and one year of relevant experience or an equivalent combination of training and experience.

**OTHER JOB REQUIREMENTS:**

Able to lift 50 lbs., valid Alaska driver's license, and access to reliable, insured vehicle to be used for work related travel Alaska. Able to work remotely with consistent internet to host virtual meetings with statewide partners.