Job Title	Housing Policy Analyst
Employer/ Agency	City of Houston
Job Description	This position performs advanced writing and policy analysis functions associated with federal, state, and local housing policy, including those related to disaster recovery. Ideal candidates for this position should possess proven analytical abilities and be skilled in evaluating, interpreting, and presenting data and policy options to the public and policymakers. Candidates must be self-motivated, with a high degree of accountability and significant organizational and prioritization skills. Key Responsibilities • Researches, compiles, and develops original written content to advance complex policy objectives, using clear language for public audiences. • Prepares presentations to communicate the Department's priorities, activities, and objectives to policymakers, subject matter experts, and public audiences. • Researches advanced housing policy topics and best practices. • Provides expertise to other divisions in communicating the Department's work to policymakers and the public. • Designs and implements project plans, timelines, and review standards for outside vendors producing research on the Department's behalf. • Develops and maintains advanced level housing policy subject matter knowledge. • Assists in the development of policy section performance metrics. **This is a grant funded position subject to cancellation when funds are depleted and/or contract period ends.**

Qualifications	**MINIMUM EDUCATIONAL REQUIREMENTS** Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related field. **MINIMUM EXPERIENCE REQUIREMENTS** Five years of administrative experience are required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis. PREFERENCES Preference will be given to candidates with: • Degree in Public Administration, Public Policy or Urban Planning • Experience in federal, state, or local government policymaking processes in a field related to housing. Examples of such experience include working in a legislative body, government agency, or policy advocacy organization. • Experience in the development of public-facing communications products to explain and advocate for complex policy issues, such as briefing memos, research or policy papers, and public presentations. • Ability to work with others (such as a graphic designer) to produce visually engaging material. • Familiarity with the federal housing and disaster recovery framework, including an understanding of the key agencies and oversight mechanisms for the U.S. Housing and Urban Development Department (HUD). • Skilled in proof reading and editing documents with advanced knowledge in applying the rules of spelling, grammar, capitalization, punctuation, etc. • Ability to employ plain language principles to present complex information that is easily understood. • Advanced level proficiency in Microsoft Word, PowerPoint, and advanced research techniques. • Experience in creating well written memos, reports, and other products to explain complex policy concepts for a general audience • Experience using visual media, such as infographics, a plus.
Salary/Hours	Full Time
Employer/Agency	City of Houston Housing and Community Development
Application Method	Apply at https://www.governmentjobs.com/careers/houston/jobs/2261048/administrative-coordinator-housing-policy-analyst?page=1&pagetype=jobOpportunitiesJobs
Opening Date	Immediately