



## Job Description

**Position Title:**  
Policy Coordinator

**Reporting to:**  
Executive Director

**Job Type:** Contract, Part-time.

**Contract Length:** 6-12 months.

**Location:** This is a remote position in Clark County, NV. Local and in-state travel is required.

### About the Nevada Homeless Alliance:

The Nevada Homeless Alliance is a 501c3 nonprofit organization. It is the mission of the Nevada Homeless Alliance to create impactful partnerships and promote collaboration among private, public, and non-profit sectors through advocacy, events, and education.

## Duties and responsibilities

- Serve as a content area expert on policy related to homelessness for the Nevada Homeless Alliance.
- Coordinate and facilitate all activities of the Policy Council on Homelessness.
- Coordinate educational events including roundtables, discussion panels, and activities for Housing and Homelessness Awareness Day at the NV Legislature.
- Develop educational materials, including issue briefs, letters, fact sheets, infographics, and charts.
- Liaise with stakeholders to determine their needs, concerns, and viewpoints on related policy solutions.
- Gather and report on quantitative and qualitative data, analyzing it for any trends or important information that may be useful in formulating new policies.
- Identify, monitor, and analyze all relevant legislation at the local, state, and federal level.
- Generate content for digital platforms (website, newsletter) on key policy updates.
- When appropriate, represent the Nevada Homeless Alliance at policy-related meetings, events, and webinars.
- Perform other duties as assigned.

## Qualifications

- Preferred candidates will have at least a bachelor's degree in a field related to human services or public policy and will have experience working in a policy-related setting.
- Preference will be given to candidates who are experienced and knowledgeable about homeless policy.
- Previous experience generating content for reports, issue briefs, and op-eds is strongly desired.
- Familiarity with legislative tracking technologies or past work experience tracking local, state, and federal legislation preferred.
- Experience with MS Office software, including Word, Excel, and Publisher.

- Essential qualities include excellent communication (oral and written) and interpersonal skills; superb analytical skills; ability to multi-task and organize, focus on details and work under tight timelines.
- Experience with group facilitation and coalition building are strongly preferred.
- Ability to multitask and manage multiple priorities in heavy volume.
- Ability to establish and maintain effective working relationships with Board members, employees, and all partner organizations.
- Self-motivated, self-managing and self-confident.
- Skilled in developing graphically attractive documents and presentations.
- Ability to work flexible hour.
- Use of a personal vehicle. Local and Statewide travel is required.
- Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

### **Compensation and Benefits**

- This is a Contract Position.
- Hourly compensation based on experience.

To apply, please send a cover letter and resume to Emily Paulsen, Executive Director at [Emily@NevadaHomelessAlliance.org](mailto:Emily@NevadaHomelessAlliance.org)