HOUSING ASSISTANCE COUNCIL

The Housing Assistance Council (HAC) is a national nonprofit dedicated to helping local organizations across rural America build affordable homes and vibrant communities. To accomplish our mission, HAC provides its partners with technical assistance, training and below-market financing to build affordable housing. We also maintain a prominent role in developing national housing policy, informing Congressional action and publishing research. Our emphasis is on helping the poorest of the poor in the most rural places, particularly regions and populations with high needs: Native American communities, the Mississippi Delta, farmworkers, the southwest border colonias, and Appalachia.

POSITION DESCRIPTION

We are looking for a dynamic and creative writer to help build a culture of storytelling at HAC. The External Affairs Associate develops content and key messages for external audiences that highlight the incredible impacts of HAC’s work. Working in the Office of the CEO, reporting to the Development Manager and partnering with a Communications and Outreach Manager, Government Affairs Manager, and HAC’s executive team, the External Affairs Associate is the champion and ambassador for HAC’s visibility and storytelling. This individual will generate content that supports HAC’s goals around policy and advocacy, fundraising, and thought leadership. The associate will help develop materials such as blog posts and articles, presentations, speeches and/or talking points, donor outreach, and op-eds. The associate will also coordinate with the Communications and Outreach Manager on HAC’s social media activities, particularly as it relates to engaging with donors, peers, partners, and policymakers.

The position comes with a competitive salary, generous benefits and the opportunity to work in a fun and mission-focused environment. The position is based in HAC’s Washington, DC headquarters.

PRIMARY RESPONSIBILITIES

The External Affairs Associate is responsible for researching, composing, editing, and distributing key communication and visibility materials for multiple and diverse external audiences. Duties include the following:

- Strengthen and manage HAC’s brand as a leading national organization, with deep and authentic ties to rural places and a fun, close-knit staff.
- Create and manage outreach content including presentations, speeches and/or talking points, donor outreach, op-eds, and success stories for HAC’s website, social media platforms, and visibility activities that elevate the work of HAC and its stakeholders.
• Work with HAC leadership and staff to identify and create content that support HAC’s policy priorities and programs.
• Identify visibility opportunities, such as speaking opportunities, presentations and op-eds, that expand HAC’s visibility and role as a national organization.
• Support internal and external communications plans.
• Support fundraising and advocacy activities.

QUALIFICATIONS
The External Affairs Associate will be a positive and persuasive communicator who views outreach to diverse stakeholders as essential to combatting poverty and building vibrant communities. The ideal candidate will have the following:

• Associates degree, bachelor’s degree preferred
• Minimum of 2 years of professional experience or equivalent
• Strong understanding of communications principles and social media outreach strategies, fundraising and/or policy
• Excellent verbal and written communication skills
• Understanding of the sales business model helpful
• Working knowledge of Adobe Creative Suite and similar graphic design software
• Excellent Office 365 skills
• A positive, outgoing, fun disposition with a sense of humor and a can-do spirit

COMPENSATION AND BENEFITS
HAC offers competitive wages, benefits, and growth opportunities consistent with industry standards. Flexible benefits packages include health insurance; life and other insurance; financial benefits, to include a retirement plan with partial employer match; time off; and work/life benefits, to include education assistance. Salary range is $50,000 to $55,000 per year.

EQUAL OPPORTUNITY EMPLOYMENT INFORMATION
HAC is an equal opportunity provider and employer. HAC does not discriminate in hiring or employment practices on the basis of race, color, ethnicity, gender, national origin, age, religion, sexual orientation, disability, marital or familial status, ancestry, or status as a veteran. HAC is committed to maintaining a multicultural work environment. Women and minorities are strongly encouraged to apply.

TO APPLY
Please email a resume and brief cover letter to jobs@ruralhome.org with “External Affairs Associate” in the subject line. Applications considered as received, with interviews starting immediately.
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<th>External Affairs Associate</th>
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<td>Development Manager</td>
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