

## POSITION DESCRIPTION

**Position Title:** Legislative Assistant  
**Reports To:** Legislative Director  
**Open Date:** 10/28/2022  
**Close Date:** Open until filled

### SUMMARY

The Council of Large Public Housing Authorities (CLPHA) is a non-profit organization that works to preserve and improve public and affordable housing through advocacy, research, policy analysis, and public education. We support the nation's largest and most innovative public housing authorities (PHAs) by advocating for the resources they need to solve local housing challenges and create communities of opportunity. Our members own and manage nearly half of the nation's public housing program, administer a quarter of the Housing Choice Voucher (HCV) program, and operate a wide array of other housing and community development programs.

### About the Position

The Legislative Assistant assists the Legislative Director in formulating and executing CLPHA's legislative and policy agenda. This position has the staff responsibility to help communicate and represent CLPHA's interests before the United States Congress. The position has the responsibility to help communicate to CLPHA member organizations on legislative matters, prepare legislative analyses, and help formulate and execute grassroots legislative advocacy.

### Position Responsibilities

*The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.*

- Communicate with Congress on CLPHA agenda and priorities. Serve as a resource to members of Congress on policy and legislative matters, while nurturing relationships with, and taking the opportunity to educate congressional members and their staff on CLPHA issues and priorities.
- Develop and maintain close communication with committees of jurisdiction, specifically with committee member's personal staff and other key congressional staff responsible for housing authorization and housing appropriations matters.
- Help to establish, coordinate and maintain a legislative task force among CLPHA members whose purpose is to discuss, review, comment and advise on legislation and legislative proposals from CLPHA members, Members of Congress, and other stakeholders that may affect public and affordable housing and housing related policies and programs.

- Prepare Action Alerts and Legislative Updates to CLPHA membership on trending and/or critical legislative matters.
- Help to develop legislative priorities based upon membership interests, funding requirements, improvements needed in statute and regulations, and pursuit of new programs, demonstrations, and other legislative enactments.
- Help to Interpret, evaluate and analyze federal legislation, and provide timely verbal and/or written updates to CLPHA members and staff. As necessary and appropriate, the incumbent is responsible for drafting written legislative briefs and legislative synopses.
- Coordinate, advise, join, and participate with other national organizations on collaborative activities to advance CLPHA priorities, legislative policies, and agenda.
- Help to develop and maintain a database profile on state- and district-specific congressional committee members containing housing specific information on members of Congress. The database will be used to generate fact sheets and reports for education and advocacy.
- Help prepare analyses on the yearly budget proposals from the Administration impacting public and federally assisted housing and related programs.
- Help prepare analyses on congressional appropriation legislative proposals and legislation impacting public and federally assisted housing and related programs.
- Help prepare analyses on the final yearly THUD budget impacting public and federally assisted housing and related programs.
- Work with other CLPHA staff on legislative and policy priorities, issues, and other CLPHA matters as needed.
- Perform other duties as assigned.

### **Qualifications**

The incumbent must have at least a bachelor's degree in public policy, public administration, business administration or a related field and three (3) years of related experience to be eligible for the position.

Master's degree in business administration, public administration, Juris Doctorate or related field, and/or a minimum of two (2) years of experience in a legislative position on a congressional, association or organization staff; or at least three (3) years' experience in a professional field within the context of housing is highly preferred.

The ideal candidate will also have:

- Knowledge of the substantive work of the organization and a commitment to its mission
- Understanding of Washington D.C.'s political environment and prior experience working with legislative and administrative bodies
- At least two years' experience in a legislative position on a congressional staff
- Strong written and oral skills with experience in communicating complex policy issues to a variety of audiences
- Ability to work in a small, collaborative work environment
- Ability to communicate tactfully and courteously with CLPHA members, CLPHA staff, Members of Congress and congressional staff.

- Ability to communicate clearly, concisely, verbally and in writing.
- Ability to perform duties at a speed necessary for successful job performance.
- Ability to perform work in a responsible manner involving the use of sound independent judgment and personal initiative
- Strong strategic and analytical skills
- Proficiency or willingness to become proficient with data management software programs and cloud-based systems

**Reports to:** Legislative Director

**Application Instructions**

Interested applicants should email a cover letter, writing sample (1-2 pages) and resume to [gholder@clpha.org](mailto:gholder@clpha.org). Application materials will be reviewed on a rolling basis and accepted until the position is filled.