



**National Council of State Housing Agencies
Legislative and Policy Associate**

Position Description

Key attributes: Familiarity with housing and tax policy and legislation; solid understanding of Congress and federal agencies concerned with housing and tax policy, such as HUD; excellent writing and verbal communication skills; demonstrated initiative; detail-oriented, organized, thorough, flexible, and able to handle numerous assignments simultaneously; strong analytical ability; willing and able to work long hours; and good follow-through and ability to accomplish tasks with minimal reminders and supervision.

Duties and responsibilities include, but are not limited to, the following:

- Help to execute, under supervision, NCSHA's policy and legislative agenda. Responsibilities include analyzing legislative and regulatory proposals; helping to communicate NCSHA's agenda to Congress and the Administration; coordinating with and enlisting support from other industry groups; assisting in planning and coordinating HFA intervention with Congress and the Administration; forming and maintaining relationships with relevant congressional and Administration members and staff; assisting in developing strategy; and providing support to NCSHA working groups related to legislation, policy, and HFA program implementation;
- Develop and execute NCSHA conferences' programs. Plan and manage conference sessions, including public workshops, state Housing Finance Agencies (HFA) staff discussions, and special meetings;
- Monitor legislative, regulatory, and administrative matters related to issues assigned by director. Assist in identifying and seizing opportunities to advance NCSHA's legislative and policy objectives;
- Assist in preparing congressional testimony and comment letters to Congress and federal agencies; communicate relevant legislative, policy, and program developments in a timely and concise fashion to appropriate NCSHA staff and members; write for NCSHA's publications, including the *Action Alert*, lobbying materials, website articles, reports, and other ad hoc efforts;
- Provide technical assistance and program information to members, respond to inquiries, monitor and support online HFA staff discussions, and answer public inquiries;
- Provide staff support to various NCSHA working groups, as assigned.

Position Classification: Full-time, exempt.

Travel: Travel required.

Position Offers: Competitive salary and excellent benefits.

Association is an Equal Opportunity Employer.

Applicants: Send cover letter and resume to jobs@ncsha.org or fax to 202-624-7867.