

Policy Analyst or Staff Attorney (Level I or II)

Description

Homebase is adding a position for a Policy Analyst or Staff Attorney to join our passionate Bay Area team. The salary range for the Policy Analyst and Staff Attorney position is \$65,000 – 70,500 DOE. (Applicants with 4+ years of experience will be considered for Policy Analyst/Staff Attorney II with a salary range of \$75,500 – 82,500.) We also offer a robust benefits package, including a 403(b) match, health insurance, and generous PTO.

This position is ideally based in the San Francisco Bay Area. We offer flexible options for working from home, and much of our team is still remote. However, our client meetings and other community processes require local travel to Bay Area/NorCal communities.

About Homebase

Homebase is a national nonprofit dedicated to the social problem of homelessness. Our mission is to end homelessness, prevent its recurrence, and decrease its effect on communities. We work at the local, state, and national levels to support our partners in designing systems and implementing responses to homelessness while fostering collaboration and collective impact in addressing its political and economic causes.

Our work requires acknowledging and addressing the fact that people of color, especially Black and Indigenous people, experience homelessness at dramatically disproportionate rates. Recognizing that this is a result of systemic, intersectional inequities, we believe it is crucial as an organization to promote racial equity and anti-racism throughout our work. We are committed to ensuring equal opportunity and a workplace environment that is diverse, equitable, inclusive, and fosters a sense of belonging for all of our team.

Position Summary

Homebase Policy Analysts and Staff Attorneys lead our hands-on work supporting communities nationally to design and implement solutions to homelessness. This is a dynamic position with room to grow at a flexible, fun, and supportive organization, working closely with a diverse team of internal and external partners to increase and effectively deploy resources, provide technical assistance, and leverage evidence-based strategies to end the crisis of homelessness.

Responsibilities

- Supporting national implementation of federal, state, and local programs to address homelessness, housing, and poverty.
- Identifying gaps and assessing the needs of homeless response systems and providing tailored content and processes to build the capacity of community-based organizations.

- Guiding analysis and implementation of data-driven systems to measure performance, evaluate outcomes, and develop policy solutions.
- Training key stakeholders about best practices, program models, and regulations to educate and inform local decision-making processes that advance equity and impact.
- Facilitating community-based planning and engaging diverse partners across systems to prevent and end homelessness.
- Creating high-quality written, visual, data-informed tools for local and national audiences, including curricula, manuals, user guides, proposals, and other training and resource materials.
- Providing thought leadership and developing effective relationships across jurisdictions, systems, and sectors to support alignment in effectively addressing homelessness.
- Managing a dynamic array of projects and clients with our collaborative team of homeless and supportive housing experts.

Qualifications

Successful candidates ideally possess:

- Work, volunteer, lived experience, or education equivalent to MPA, MPP, MSW, or JD; candidates without graduate-level degrees or equivalent experience may be considered for Research Associate positions.
- Excellent interpersonal skills and ability to succeed in a warm and supportive team-based environment committed to organizational values of diversity, equity, inclusion, and belonging, and embracing anti-racism.
- Ability to cultivate collaborative internal and external partnerships with diverse teammates, clients, and stakeholders from different backgrounds.
- Strong analytical capabilities and communication skills (oral and written), including strong public speaking and facilitation; experience teaching and training is a plus.
- Experience developing anti-racist programs and systems and conducting community planning processes reflecting core principles of equity and inclusion.
- Attention to detail and ability to prioritize and manage multiple ongoing projects under strict deadlines.
- Flexibility and willingness to travel; licensed drivers preferred but not a requirement.

Homebase prefers candidates with:

- Demonstrated commitment to the public interest and passion for addressing homelessness and poverty.
- Experience with state and local governmental agencies, and/or housing and homelessness, healthcare, behavioral health, or criminal legal systems and programs

preferred but not required.

- Special consideration will be given to applicants with lived experience of housing instability, homelessness, and/or criminal justice involvement, including arrest and conviction records.

To develop transformative solutions to homelessness, Homebase believes in centering the individuals and communities most impacted by its structural causes — including people of color, people with lived experience of poverty, people with disabilities, and those who identify as LGBTQ+ and GNC. We strongly encourage applications from people with these identities or who are members of other historically marginalized communities.

We encourage you to apply, even if you are not sure you meet all of these qualifications. You may have knowledge and experiences not specifically listed here that would support our mission, and we would love to see your application!

To Apply

Please email cover letter, resume, and at least three references to jobs@homebaseccc.org. Positions open until filled.