



InterIm Community Development Association

## Job Opportunity

- Title:** Equitable Development Policy Analyst
- Starting Salary:** \$21-\$27/hour, Depending on experience and skills; competitive medical, dental, and vision benefits
- Reports to:** Director of Real Estate Development
- Deadline:** Open until filled

### Organization

InterIm Community Development Association is a comprehensive community development corporation (CDC) that advances social justice and equity for low income, Asian and Pacific Islanders, immigrant, and refugee communities. We are a nonprofit affordable housing and community development organization with deep roots in Seattle's International District.

### Position Description:

InterIm CDA is seeking an Equitable Development Policy Analyst to lead the organization's policy, planning and advocacy efforts to address displacement and housing issues impacting low income, Asian and Pacific Islanders, immigrant and refugee communities, in the International District and beyond. The Equitable Development Policy Analyst will bring technical expertise in planning, policy, housing, and development, to advocacy efforts grounded in grass roots community engagement and organizing. In this role, you will conduct policy analyses; develop policy positions, proposals, and advocacy strategies; lead public engagement and community capacity building; and provide planning and policy support for InterIm's real estate development efforts. You will be working within a historically disadvantaged Asian Pacific Islander population dealing with complex and controversial topics including but not limited to neighborhood growth, character, and change. Activities will vary widely as issues and challenges shift at the community and organizational level, and in various phases of projects and campaigns. The Equitable Development Policy Analyst will work collaboratively and independently within a flexible, small team environment. To be successful in this role, you will need a passion for working with immigrant and refugee populations, and advancing racial equity and social justice.

### Job Responsibilities:

What you will be doing under the direction of senior staff:

- Study neighborhood planning and policy issues using quantitative, qualitative and geospatial data
- Develop agency and community-based positions on anti-displacement and other policy issues

- Develop advocacy and community organizing strategies in collaboration with community partners
- Foster community participation and engagement with community issues through facilitation of community forums, workshops, listening sessions and other community engagement techniques
- Conduct planning and policy research related to housing, development, socioeconomic trends, community based economic development, and more
- Prepare written documents to communicate policy positions including analytical reports and correspondence
- Support housing development efforts through planning, policy, urban design, research and more
- Provide leadership in support of InterIm's mission and values through strategic partnerships and participation in coalitions

You will be successful in this role if you have experience with:

- Working with diverse constituencies
- Analyzing complex issues and working effectively to advocate from a community perspective
- Equitable development, housing, community services, land use and zoning, transportation, and/or historic preservation issues
- Community development and policy-making from a racial and social justice lens
- Conducting quantitative and qualitative data analysis using various tools including Excel and GIS
- Communicating complex urban planning and policy issues to community members including limited English speaking refugee and immigrant populations using various techniques including, infographics, visuals, maps, etc.
- Degree or background in urban planning, public policy, or related field
- Community organizing and community engagement
- Building and leading coalitions

### **Desired Qualifications:**

In addition to the ability to complete the tasks stated above, you will need to possess the required qualifications (or a combination of education, training or experience which provides an equivalent background required to perform the work) below:

- Bachelor's degree in Urban Planning, Geography, Public Policy, or a related field
- 3 years of professional experience in urban planning, public policy, community development, or other work directly related to urban planning and development

OR

- Master's degree in Urban Planning, Geography, Public Policy, or a related field
- 1 year of professional experience in urban planning, public policy, community development, or other work directly related to urban planning and development

### **To Apply:**

Please send a resume and cover letter with a list of 3 references via email to Leslie Morishita at [Imorishita@interimcda.org](mailto:Imorishita@interimcda.org).

**Questions:** Please contact Leslie Morishita at [Imorishita@interimcda.org](mailto:Imorishita@interimcda.org).