



Policy Analyst

Job Overview

Come work at Regional Housing Legal Services (RHLS), a leader in Pennsylvania and national housing policy analysis and advocacy. RHLS prioritizes policy work at the intersection of low-income housing, health, and racial equity. We are looking to hire an experienced Policy Analyst to help us respond to the myriad, evolving low-income housing-related challenges arising from the COVID-19 crisis. If you are committed to affordable housing, racial equity, and health, apply today!

This position will report to the Associate Director and will work closely with other policy staff. Work will be remote for the foreseeable future. However, we have a preference for candidates in Pittsburgh or Philadelphia.

Responsibilities

The primary responsibility of the Policy Analyst will be to work to ensure that an equity lens is established for the allocation and use of CARES Act funds coming to Pennsylvania to address housing needs, particularly in the Pittsburgh region. Specific responsibilities include:

- Review and evaluate legislation and policies
- Determine the benefits and drawbacks of existing policies
- Propose suggestions to improve the effects of policies
- Identify legal flaws in policies and recommend amendments
- Edit and amend policy documents as required
- Liaise with stakeholders to determine needs and goals of policies
- Gather data and produce reports on the qualitative and quantitative analysis
- Analyze market trends and conditions
- Other responsibilities as determined by the Associate Director

Qualifications

- Master's degree in public policy or public health
- Experience in racial equity frames and strategy
- Working knowledge of affordable and subsidized housing law and policy
- Strong technical capacity and demonstrated ability to learn technology quickly (ideally, self-taught)
- Ability to move projects forward independently, while also staying well-coordinated with supervisor and colleagues
- Strong analytical and problem-solving skills
- Excellent verbal and written communication skills
- Good interpersonal and social skills



- Exceptional team player with a strong ability to contribute positively to a team environment

We anticipate a salary for this position of \$55,000 - \$60,000. This is a one-year grant-funded position that may turn into a longer-term position. RHLS has excellent benefits. Position will be open until filled.

To apply email a cover letter and resume to Rachel Blake (rblake@rhls.org).

RHLS is an Equal Opportunity Employer. People of color, persons who are bi-cultural, bi-lingual, women, and persons with disabilities are encouraged to apply.