

Coalition for the Homeless Job Description

Title: Policy and Advocacy Analyst

Summary:

The Coalition for the Homeless is seeking a full-time Policy and Advocacy Analyst with a strong commitment to addressing the lack of affordable housing and homelessness in Louisville, Kentucky. The Policy and Advocacy Analyst will play a key role in supporting the organization's efforts to remove barriers to access housing, improve stability for cost-burdened renters, and increase the supply of available housing. The Coalition is looking for someone who is a self-starter and comfortable working in a fast-paced environment with cross-sector teams. The ideal candidate would be a strategic thinker, a resourceful problem-solver, collaborative, and detail-oriented.

Reports to: Director of Education and Advocacy

Direct reports: None

Classification: Regular Full-Time Professional

Salary Range: \$54,000 to \$60,000, based on experience

About the Coalition for the Homeless

The Coalition for the Homeless is the lead advocate for the homeless population locally. We are a 501(c)(3) nonprofit organization with a mission to prevent and end homelessness in Louisville. We have been the voice of the homeless in Louisville since 1986. Our job is to strategically evaluate the needs of the homeless and our 30+ member agencies and to implement smart, long-term solutions. We work to end homelessness and housing insecurity through coordination, community education, and advocating for system changes.

Core Duties and Responsibilities

- **Stakeholder Engagement & Relationship Management:** Assist the Director of Education and Advocacy in developing, managing, and maintaining strategic relationships with key elected officials, policymakers, legislative staff, and community partners.
- **Lobbying & Advocacy Coordination:** Assist with direct advocacy and lobbying efforts, including identifying, scheduling, and conducting outreach to state and local decision-makers.
- **Grassroots Recruitment & Training:** Help identify, recruit, and train directly impacted Kentuckians and service providers to actively participate in housing and homelessness advocacy activities.

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- **Policy Analysis & Research:** Research, analyze, and summarize emerging state and local housing and homelessness policies, identifying areas of effectiveness or needed improvement.
- **Data Collection & Reporting:** Gather and analyze relevant research and data to evaluate current policies and support evidence-based policy recommendations.
- **Educational Material Development:** Create written and visual materials—including fact sheets, policy briefs, infographics, and blogs—to educate target audiences and partners on housing issues and best-practice solutions.
- **Campaigns & Communications:** Support community education and advocacy campaigns across various channels, including social media, websites, newsletters, email blasts, and press releases.
- **Coalition & Meeting Support:** Participate in, organize, and document Coalition and partner engagement meetings, and present on policy issues to relevant stakeholders.
- **Grant Support:** Search and pitch ideas for grant opportunities, assist in writing grant proposals, and help compile necessary grant reports.
- **Administrative Flexibility:** Perform other duties as assigned to support the organization's overarching policy, education, and advocacy goals.

Key Competencies:

- **Communications:** Exceptional written and verbal skills; ability to draft policy briefs, testimony, and persuasive advocacy materials.
- **Analytical Prowess:** Ability to read, interpret, and translate complex legislative text, budgets, and regulatory data into actionable insights
- **Stakeholder Engagement:** Proven ability to build coalitions, cultivate stakeholder relationships, and collaborate with diverse communities.
- **Social Change:** Ability to determine how state and local policies affect the root causes of poverty and homelessness in Louisville and create action plans for positive change.

Minimum Requirements: Bachelor's Degree in a related field or three to five years of experience in public relations, advocacy, research, policy and data analysis or similar work with the community; ability to work with diverse groups and communicate well with others; excellent written and communication skills; local travel / valid driver's license; ability to lift 20 lbs; availability for some speaking engagements and special events on evenings and weekends. People with lived experience and persons of color who are over-represented in the populations that we serve are encouraged to apply.

Benefits: Medical insurance, short-term disability, life insurance, workers' compensation insurance, SEP/403(b), paid vacation leave, paid sick leave, travel reimbursement, and paid holidays.

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We make employment decisions based on each person's knowledge, skills, abilities, experience, qualifications, and job performance without discriminating regardless of their race, color, religion, age (40 and over), sex (including gender identity, sexual orientation, and pregnancy), national origin, disability, reprisal, marital status, parental status, genetic information, political affiliation, or other prohibited non-merit factors as established and required by Federal, State, and Local laws.

General Application: To apply, please submit a resume and letter of interest to George Eklund(Geklund@louhomeless.org) **Deadline August 30, 2026.**