



Job Title:	Housing & Energy Affordability Program Coordinator	Job Category:	Exempt
Location:	Louisville, KY	Travel Required:	Local & Regional Travel
Level/Salary Range:	\$50,000	Position Type:	Full-Time
HR Contact:	Tony Curtis		Hybrid (Remote & In-Office)

Benefits	Benefits include full employer paid health insurance for single coverage (for individual employee) and employer 7% 401K contribution beginning Jan 1, 2024. Paid annual, sick, and parental leave.
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Applications Accepted By:

Email: tony@metropolitanhousing.org
Subject Line: Housing & Energy Affordability Program Coordinator Application
Required Materials: Cover Letter, Resume, and References

Job Description

The Metropolitan Housing Coalition (MHC) Housing & Energy Affordability Program Coordinator is full-time, hybrid (remote, in-office) position, based in Louisville, Kentucky, and responsible for identifying and building out data sets and research that connect energy affordability and housing affordability within the context of the larger renewable energy transition. Engaging in and expanding education, advocacy, and community engagement on these issues. Working with outside experts to build a program web presence, education & advocacy campaign, and a sustainable communications, marketing, and branding strategy, in order to engage the community and build coalitions. Represent MHC and coordinate discussions with key partners and partner organizations on housing and energy affordability efforts. The Housing & Energy Affordability Program Coordinator reports directly to the Executive Director.

MHC is a 501(c)3 comprised of over 300 individual and organizational donor-members and is the Louisville metropolitan region’s premiere housing advocacy organization. MHC promotes the expansion of fair, accessible, and affordable housing opportunities across the Louisville community, especially for disadvantaged populations including low- and moderate-income households, communities of color, single female-headed households, LGBTQ persons, older adults, and people with disabilities.

ROLE AND RESPONSIBILITIES

Identifies and builds out data sets and research that connect energy affordability and housing affordability within the context of the larger renewable energy transition

- Identifies and builds new relationships with key data partners.
- Identifies existing data resources and what data needs exist, to determine additional data sets that better connect energy and housing affordability.
- Works with MHC's coalition to structure the data and create data visualizations for more effective use in educating a variety of stakeholders.

Expands education, advocacy, and community engagement on energy and housing affordability issues

- Works with coalition partners to create a new education, advocacy, and community engagement initiative.
- Engages community stakeholders through a new education and advocacy initiative.
- Identifies, expands, and diversifies the local, regional, and state coalition working on energy and housing affordability issues and the renewable energy transition. We need to build a multi-tier coalition to engage at multiple levels.
- Communicates on a regular basis with energy and housing affordability coalition members.

Works with outside experts to build a program web presence, education & advocacy campaign, and a sustainable communications, marketing, and branding strategy, in order to engage the community and build coalitions.

- Coordinates work with consultants and subject experts.
- Reviews, edits, and gives constructive feedback to build the best tools and resources to further coalition efforts on energy and housing affordability.
- Creates formative and summative evaluation tools to determine effectiveness of initiative efforts and communication strategies and reports findings to the MHC Executive Director, MHC Board, Coalition members, and funders.

Coordinates and represents MHC with key partners and partner organizations on housing and energy affordability program initiatives.

- Engages with a coalition of organizations working on energy issues before the Kentucky Public Service Commission (KyPSC) to give voice to low- and fixed-income households and shape regulatory and policy directions on energy affordability and the renewable energy transition.
- Coordinates all coalition building activities related to this energy and housing affordability initiative.
- Attends meetings, webinars, and conferences.

Performs other duties as required.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's degree or equivalent professional certifications plus a minimum of three (3) years of progressively professional experience in policy, advocacy, and education work focused on housing affordability, energy affordability, and/or the renewable energy transition.
- Knowledge of federal, state and local fair and affordable housing and energy policy.
- Experience working in a coalition structured organization.
- Experience and demonstrated ability in building coalitions.
- Experience and demonstrated ability engaging in education & advocacy efforts with community groups.
- Demonstrated strength in communicating effectively, both in writing and orally.
- Passion for social, housing, energy, and racial justice work.
- Experience with digital advocacy platforms (EveryAction or similar programs), Google Workspace, Canva, and Microsoft Office.

PREFERRED EXPERIENCE AND SKILLS

- Established relationships with community groups, advocacy organizations, and policy makers in the Louisville Metropolitan Area.
- A working knowledge of affordable & fair housing, affordable energy, and/or renewable energy policy issues.
- A relevant graduate degree.
- Competencies in the following areas:
 - Advocacy: Formulate and publicly articulate a message.
 - Intellectual curiosity: Ask probing questions to identify foundational ideas.
 - Emotional intelligence: Demonstrate self-awareness, self-regulation, and empathy.
 - Social justice: Actively shape public discussion and act on critical issues including community organizing.
 - Diplomacy: Balance multiple commitments as is typical of coalition leaders.
 - Nurturing outlook: Actively develop and facilitate mission-driven organizational relationships.

ADDITIONAL NOTES

Metropolitan Housing Coalition provides equal employment opportunities to all employees and applicants for employment, and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Metropolitan Housing Coalition values inclusion and diversity, and knows that access to fair, safe housing in communities of choice is essential to a vital and healthy community. As a reflection of that commitment, we seek a diverse applicant pool for this position.