



HSN Network Weaver

15-20 hours/week, \$25-30/hour, DOE. This position is an independent contract position for the Housing Solutions Network (HSN), which is a field-of-interest fund of the Jefferson Community Foundation. The Network Weaver will report to Justine Gonzalez-Berg, HSN Network Director.

Job Overview

The Network Weaver will work alongside the Network Director to inspire, inform, and connect a greater number of Jefferson County residents to take action in supporting the increase of available and affordable housing options in our community. This position will lead on-the-ground community outreach efforts and support HSN's volunteer-driven Housing Action Teams (HATs), will expand the base of new volunteers and weave them into the Network—either into existing HATs, new HATs, or other specific volunteer positions—and strategize with the Director about cultivating new solutions and strategies, with a particular focus on expanding HSN's advocacy capacity as well as more effective engagement of the populations HSN aims to serve.

The Weaver will help to tell the story of Jefferson County's housing crisis and direct people to action through working alongside the Director in HSN communications efforts, including creating content for the HSN newsletter and social media accounts, updating the HSN website, and upkeeping the HSN volunteer database. The Weaver will also provide general support to ongoing HSN activities, such as all HAT convenings and fundraising.

The Housing Solutions Network is a community-led response to the growing housing crisis and functions as a field-of-interest fund of the Jefferson Community Foundation. Founded in 2018, we work to foster and sustain locally-based networks of people who work together to create positive social, economic, and civic momentum that leads to inclusive local economies and vibrant communities. We do this by creating spaces that foster mutual trust among otherwise disconnected residents so that they can share their aspirations, resources, skills, and actions to improve their lives and communities.

Responsibilities and Duties

- Serve as the primary HSN team member that supports HSN's Housing Action Teams, providing strategic guidance, facilitating inter- and intra-HAT communication, and offering logistical support as needed. This support includes:
 - Attend all HAT meetings (currently being held virtually every other week. There are four currently-active HATs).
 - Support members of HATs to ensure smooth and effective meetings, accountability for forward movement and a focus on action-oriented outcomes. This may include prepping facilitators before meetings, debriefing afterwards, supporting in logistical needs, etc. as well as following the general direction of the group through emails and other communication.
 - Facilitate communication between HATs, both through reports at every HAT meeting, and through empowering new forms of communication that do not rely on staff, which could include utilizing online platforms, cultivating a "HAT Round Table" (regular meeting with representatives from each HAT), or other strategies as identified by HAT members and staff.

- Identify and cultivate leadership within existing HATs to promote volunteer facilitators, note-takers and other task assignments.
- Work with the HSN Director to develop and ultimately, implement, an HSN growth strategy that address some of HSN's key questions, including expanding HSN's advocacy capacity, more effective engagement of renters, and HAT expansion.
- Alongside the HSN Network Director, meet with new volunteers to engage and connect them with the network. This may mean weaving them into existing HATs, becoming a donor, taking on other specific roles within HSN, or starting new HATs.
- Meet with existing HSN members to develop their leadership, give and receive feedback and create open doors of learning and communication.
- Meet with Network Director weekly to develop strategies, work through challenges, facilitate ongoing communication, and keep work aligned and focused.
- Attend and participate in bi-monthly Steering Committee meetings, and take notes during these meetings
- Assist the HSN Director with the network communications strategy, which may include contributing stories, updates, and other relevant content for monthly(ish) newsletter, ongoing social media posts, and HSN website.
- Support in designing, promoting, and implementing HSN-wide events.
- Support in some fundraising efforts.

Qualifications

- Strong written and verbal communicator with some facilitation skills
- Basic web and computer skills, or ability to learn tech quickly (Google Docs, Zoom, Wordpress, MailChimp)
- Ability to communicate and work with diverse types of people
- Ability to track hours and self-manage time and tasks
- Preference for someone with basic knowledge of the housing landscape in Jefferson County or Washington State.
- Strong preference for someone who currently lives in Jefferson County
- Experience in community organizing and/or community development preferred
- Experience in communications preferred

How to Apply

Please send your resume, a cover letter, and at least one professional reference to justine@jcfqives.org by December 7th. The position will be open until filled.