



Contractor Opportunity: Engagement and Communications Manager

Housing Action NH

Housing Action NH is a statewide coalition of 80 organizations united around affordable housing policy and ending homelessness in New Hampshire. We work to improve state and federal policy so everyone in New Hampshire has a place to call home. Founded in 2009, Housing Action NH operates as a coalition and is staffed by two consultants.

Engagement and Communications Managerⁱ

Key Roles and Responsibilities:

- Coalition and stakeholder outreach, engagement and communications;
- Membership communications and renewals;
- Website updates (WordPress) and maintenance;
- Email lists and electronic communications (Mailchimp) manager;
- Meeting and event planning and coordination;
- Policy and data research support;
- Legislative hearing outreach and support;
- Media relations; and
- Stakeholder liaison.

Important Skills and Qualifications:

- Strong writing and communications;
- Meeting and event planning;
- Stakeholder relations;
- Policy and advocacy acumen;
- Experience with bulk email, survey systems, WordPress, social media management and some basic graphic design;
- Knowledge of state and federal legislative and regulatory practices; and
- Coalition, engagement and/or mobilization experience.

To apply: Email cover letter, resume and client references to Housing Action NH's director, Elissa Margolin, at elissa@housingactionnh.org by January 31, 2017.

ⁱ The role is funded through 2017 and is dependent upon grant funding.