



Senior Housing Organizer and Outreach Coordinator – FT, Non-Exempt

Tenants & Neighbors

Job Description

About Tenants & Neighbors: Tenants & Neighbors is a small, dynamic, grassroots organization that harnesses the power of tenants to preserve at-risk affordable housing and strengthen tenant rights in gentrifying neighborhoods throughout New York. We have two affiliate organizations, one that does grassroots tenants organizing at the building and community-level to preserve at-risk affordable housing developments, and one that does tenant-led legislative organizing and advocacy to address the underlying causes of loss of affordability.

The Senior Housing Organizer and Outreach Coordinator will have a well-rounded understanding of all housing types targeted under the Tenants & Neighbors umbrella, and will work closely with full-time organizers, VISTA and Jesuit volunteers who organize in subsidized, rent regulated and Mitchell Lama housing. She/He will support the ED in leadership and oversight of Tenants & Neighbors organizing, education, leadership development, and advocacy work, and implementation of the strategic plan. This position currently reports to the Executive Director.

Responsibilities will include:

Organizing

- Surveys distressed and potentially at-risk Project-based Section 8, rent-stabilized and Mitchell Lama buildings in gentrifying neighborhoods
- Understand tenants' rights and resources available to them and provides advice on how best to advance their interests
- In conjunction with legal and other advocacy partners, work to support and provide guidance to building tenant associations in cases of landlord harassment, poor building conditions; work may include liaison with elected officials, government agencies; one-on-one tenant counseling
- Become expert with housing databases and other sources of housing data and information
- Organizes tenant associations.

Strategic Policy Advocacy/Legislative/Campaign Work

- Tracks and analyzes policy and legislative developments, particularly affecting subsidized tenants and educates members and other stakeholders about these developments including making recommendations to Tenants & Neighbors regarding legislative and policy priorities
- Understand the regulatory systems of all housing types where Tenants & Neighbors organizes
- Represent Tenants & Neighbors in tenant/advocate coalitions i.e., Upstate/Downstate Housing Alliance which is the umbrella coalition for the statewide rent control campaign and fixing the rent laws; Rent Justice Coalition which focuses on the annual increases of the New York City Rent Guidelines Board; and "No Cuts" a campaign focused on HUD budgets and funds distribution at the federal level

- Work with the National Alliance of HUD Tenants (NAHT) and National Low Income Housing Coalition (NLIHC) and attend the yearly June NAHT and twice yearly NLIHC conferences in Washington, DC
- Develop and Organized and consistent outreach to members for actions and events

Base Building/Training and Capacity Building

- Recruits subsidized, Mitchell Lama and Rent Regulated tenants to become members of the organization, participate in leadership programs, and be active in campaign events and actions
- Coordinate meetings of the HUD, Rent Controlled and Rent Stabilized leadership committees
- Along with the Operations Manager, be primarily responsible for consistent and organized outreach to T&N members and leaders to keep them up-to-date with information and activities that support their housing type, including regularly scheduled eAlerts to the membership
- Provide timely and consistent updates to Facebook and other social media
- Be extremely knowledgeable about tenants' rights and the resources available to them.

Administrative

- Assists with administrative functions of the organizations – fundraising, media outreach, special events coordination as assigned.

Skills

- 3-5+ years in housing or community organizing.
- Knowledge of housing policy and ability to track and report back to staff and ED
- Willingness to work on a team
- Ability to work evenings and weekends
- Knowledge of New York City, State, and Federal Affordable Housing policy
- Experience with social media;
- Ability to translate high level strategic plan into actionable steps for the organizing team
- Strong strategic thinking, attention to detail and ability to identify key issues and risk in meeting long- and short-term goals
- Highly motivated, self-directed manager
- Ability to build strong working relationships with tenants and members and represent T&N internally and externally
- Record of excellent performance in previously held positions
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Salary: \$42,000-\$52,000 or commensurate with experience. Tenants & Neighbors provides an excellent benefits package including full medical and dental coverage, generous paid vacation and sick days, monthly metro card.

Contact: dglover@tandn.org