

Tenant Counselor/Organizer

Cypress Hills Local Development Corporation

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Brooklyn, NY 11208

\$38,000 - \$45,000 a year

Position Description

Cypress Hills Local Development Corporation (CHLDC) is a not-for-profit community development organization serving 8,000 residents a year through a comprehensive array of housing preservation, economic development, community organizing and youth and family support services programs and projects. With community residents leading the way, the mission of Cypress Hills Local Development Corporation is to build a strong, sustainable Cypress Hills/East New York, where youth and adults achieve educational and economic success, secure healthy and affordable housing and develop leadership skills to transform their lives and community.

Cypress Hills Local Development Corporation has an opening for **one (1) Tenant Counselor/Organizer** to work in the **Housing Counseling division**. This position is a full time, 35 hours per week, exempt position. The Tenant Counselor/Organizer will organize, counsel and represent low-income tenants to prevent eviction, secure apartment and building repairs, stop harassment, and otherwise resolve tenant-landlord conflicts. This work will also include advocating for individual renters and tenant associations in Cypress Hills/East New York who are suffering from harassment and displacement particularly due to the recent re-zoning of the neighborhood. This work is part of an organizational strategy to preserve affordable housing and build community leadership. This counselor/organizer will also work closely with housing attorneys.

Position: Tenant Counselor/Organizer

Principal Duties:

- Counsel tenants individually to resolve housing problems
- Create, coordinate and lead monthly housing rights workshops
- Coordinate and provide community presentations and educational housing workshops to residents, community organizations, faith-based organizations,

and other local stakeholders

- Document work and enter notes into database systems
- Provide monthly narratives and statistical reports on work accomplished
- Counselor supervises intern
- Support the leadership and unity of East New York tenants to secure and preserve safe and affordable housing
- Complete assessments of distressed buildings and organize tenants to successfully resolve their shared housing issues
- Hold regular meetings with tenants to identify and prioritize issues for building improvement campaigns (e.g. repairs, unresponsive management or landlords, shoddy maintenance, breach of rent-stabilization regulations)

- Develop tenant associations, support tenant associations, and partner with housing attorneys to take collective legal action as needed
- Coordinate the neighborhood Tenant Leadership Council
- Connect East New York tenants to neighborhood campaigns for equitable housing and economic development and to city-wide affordable housing justice campaigns
- Have excellent interpersonal, public speaking, and organizational skills
- Have the demonstrated ability to effectively communicate with individuals from diverse backgrounds, as well as working with people in crisis
- Be skilled and comfortable facilitating meetings and leading workshops
- Be organized and attentive to detail in order to track data and/or records as needed
- Be willing to work flexible hours, including some evenings for tenant meetings
- Have the ability to work independently with strong motivation, and to be flexible
- Report to Housing Counseling Director, and Senior Tenant Counselor

Qualifications:

- Bachelor of Arts or Bachelor of Science preferred
- Fluency in Spanish (spoken and written) required
- 2- 4 years of Work experience in the field of housing and/or social services

Salary range:

\$38,000 - \$45,000 commensurate with experience/education. We also offer a very competitive benefits package.

To Apply:

Forward cover letter, resume, and three (3) references to Director of Housing Counseling at: renea@cypresshills.org. Three (3) written and signed reference letters will be required if chosen for the position.

CYPRESS HILLS LOCAL DEVELOPMENT CORPORATION IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND IS COMMITTED TO WORKPLACE DIVERSITY AND INCLUSION.

We are an equal opportunity employer and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law. We promote recognition and respect for individual and cultural differences, and we work to make our employees feel valued and appreciated, whatever their race, gender, background, or sexual orientation.

We offer competitive salaries, excellent benefits, and a pleasant working environment. Salary is based on a nonprofit scale and commensurate with experience.

EOE Minorities/Women/Disabled/Veterans

Job Type: Full-time

Salary: \$38,000.00 to \$45,000.00 /year

Experience:

- Housing counsel: 3 years (Preferred)

Education:

- Bachelor's (Preferred)

Language:

- Spanish (Required)

Benefits offered:

- Paid time off
- Health insurance
- Dental insurance
- Healthcare spending or reimbursement accounts such as HSAs or FSAs
- Other types of insurance
- Retirement benefits or accounts
- Child Care benefits
- Gym memberships or discounts
- Commuting/travel assistance
- Flexible schedules