



Office of the Mayor

Mayor's Office to Protect Tenants

Title: Outreach and Engagement Coordinator

Job ID Number: 27415

About the Office:

The Mayor's Office to Protect Tenants is a core part of the City's strategy to confront the affordable housing crisis. This newly established office will work across City agencies to make existing anti-harassment and anti-displacement programs better, and create new strategies to root out abuse. The office will serve as central point of contact for advocacy groups and tenants to raise issues and get results from agencies; lead policy development to strengthen tenant protections and better target problematic buildings and owners; bring government and advocate task forces together to address challenges; convene and coordinate activities of key city agencies including Department of Housing Preservation and Development, Department of Buildings, Human Resources Administration, Department of Consumer and Worker Protection, Law Department, Department of Finance, Mayor's Office of Special Enforcement, the Commission on Human Rights, and the Mayor's Office of Data Analytics; strengthen the Tenant Harassment Prevention Task Force; and track outreach efforts across agencies and metrics at a building and neighborhood level.

About the Role:

The Outreach and Engagement Coordinator will serve as the office's primary liaison to external stakeholders including but not limited to tenant organizing, legal service, advocacy, and not for profit development groups. In addition, this position will be responsible for coordinating the office's efforts to communicate directly with tenants and work with the Director and Deputy Director to direct the office's outreach and education campaigns. This position will assist the Director and Deputy Director in responding to the needs of external stakeholders, staying in touch with external partners on specific issues that require rapid response and proposing long term solutions the City can implement to better serve these communities. The position will be responsible for the creation of public facing briefings, materials and possibly trainings and must be comfortable with public facing communication including public speaking. The right candidate has experience in legal services or tenant organizing and tenant protection laws; is eager to learn how to translate that experience to government service and leverage policy making and public education work to see results for New Yorkers, and is willing to work evenings when required to engage community groups or tenants.

Responsibilities include, but are not limited to:

- Liaison with tenant organizing, legal service, and advocacy groups;
- Create public education campaigns, leveraging the reach of the City, to educate tenants on their rights and protections;
- Develop outreach strategies for the office;
- Speak to community groups and stakeholders on the work of the office;
- Create public facing briefings and materials;
- Project Manage initiatives as assigned by the Director or Deputy Director;
- Communicate with elected officials on the work of the office;
- Other projects and responsibilities as assigned.

Qualifications:

The ideal candidate will have the following skills:

- Minimum of four years of organizing or legal service experience with at least half that time focused on housing;
- Experience in tenant organizing or legal services in New York City;
- Experience developing public education, organizing or engagement campaigns;
- Excellent interpersonal and communication skills (verbal and written);
- Previous knowledge of and comfort with NYC housing policy;
- Excellent organization and time management skills;
- Must be a self-starter and entrepreneurial in nature;
- Must be a team-player and assist with all projects as required;
- Must work well under pressure, meet deadlines and learn quickly;
- Proficient in Microsoft Office applications, especially Excel and Power Point;
- Bachelor's Degree required.

Salary: \$70,000

To Apply: Please submit a resume, cover letter and three (3) references to [Candidate Application](#)

New York City Residency Is Required Within 90 Days Of Appointment
The City Of New York And The Office Of The Mayor Are Equal Opportunity Employers