



## **JOB DESCRIPTION** **LEAD TENANT ORGANIZER**

**Status: Non-Exempt**

**Unit: Organizing & Advocacy**

**Position: Full-time, 35 hrs/week**

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Neighbors Helping Neighbors (NHN) is a non-profit, community-based organization whose mission is to promote racial justice while empowering low- and moderate-income New Yorkers to fight for, secure, and maintain quality housing and build financial assets. NHN is a HUD-approved housing counseling agency providing foreclosure prevention services, homebuyer education, and tenant organizing and advocacy. NHN is an affiliate of Fifth Avenue Committee, a 44-year old nonprofit comprehensive community development corporation whose mission is to advance economic, social and racial justice and is a NeighborWorks America chartered member.

### **Responsibilities:**

Working closely with NHN and FAC colleagues, the Tenant Organizer will organize low- and moderate-income Brooklyn tenants, focused on South Brooklyn, living in multi-family properties that are facing poor conditions and/or whose tenants are at risk of displacement due to a number of factors including buildings owned by or suspected of being owned by Predatory Equity (PE) firms. The organizer will do building outreach and education and support the organizing of tenant associations to win better housing conditions, address landlord harassment and to stabilize their housing. They will also support and organize tenants who work on shared campaigns outside of their tenant associations called Brooklyn Tenants United (BTU)/Inquilinos Unidos de Brooklyn (IUB). Working with partner organizations and legal service providers, the Lead Tenant Organizer will help to inform strategy, propose policies and/or identify potential impact litigation opportunities as part of broader organizing efforts to address the needs of low- and moderate-income tenants living multi-family properties that are at risk. The Tenant Organizer will also provide one on one advocacy for tenants and/or refer tenants for services, as needed. The Lead Tenant Organizer must be available some evenings to accommodate outreach and organizing during nonworking hours.

### **Duties include:**

- Door to door tenant outreach in multi-family properties that are facing poor conditions and/or whose tenants are at risk of displacement, to engage and organize tenants.
- Facilitating tenant association meetings in buildings & training tenants to take on leadership roles within their buildings.
- Supporting tenant leadership development.
- Working with partner organizations and coalitions, such as Stabilizing NYC and legal partners, to plan relevant campaign events such as press conferences, trainings, meetings, hearings, and demonstrations.
- Mobilizing tenants in Brooklyn to take active roles in the local, borough and citywide and/or state-wide campaigns and attend relevant campaign events such as press conferences, trainings, meetings, hearings, and demonstrations.
- Providing one on one advocacy for tenants in multi-family properties that are facing poor conditions and/or at risk of displacement, as needed. Referring internally to NHN

or FAC or externally to partners for relevant eviction prevention assistance and/or housing/legal counseling assistance, as needed.

- Inputting data and maintain case files accurately and timely as required.
- Perform administrative functions to ensure contract and grant compliance.
- Participating in unit and staff meetings and trainings.
- Provide task supervision to interns and volunteers, as needed.
- Representing NHN & its parent organization, Fifth Avenue Committee (FAC), at relevant meetings with elected officials, partners, coalitions and at events, as assigned.
- Other responsibilities as assigned.

**Qualifications:**

- Minimum 2-3 years of experience in tenant organizing and base-building or working in coalition on a campaign is required.
- Strong knowledge of NYC housing regulations and dynamics required.
- Excellent interpersonal and problem-solving skills.
- Enthusiasm and respect for racial, ethnic, and economic diversity.
- Experience working with low-income populations is required.
- Strong writing, data management, administrative and computer skills required (Word, Excel, Access, Salesforce).
- Demonstrated appreciation for link between individual advocacy and community organizing.
- Bi-lingual in English and Spanish required.
- Proof of COVID vaccination required unless reasonable covered accommodation is approved.
- Commitment to NHN and FAC's mission of racial, economic, and social justice and building local power within the context of a locally accountable community development corporation.

**Compensation:**

\$48,000-52,000 annually, commensurate with experience. Excellent benefits package including full health and dental insurance (following a 90-day waiting period), group life insurance, accrued paid time off and access to retirement savings and flexible spending plans.

**To Apply:**

E-mail cover letter with resume and salary requirements with "NHN Lead Tenant Organizer" in the subject line to:

Neighbors Helping Neighbors, Inc.  
Attn: Lead Tenant Organizer  
621 DeGraw Street  
Brooklyn NY 11217  
[jobs@fifthave.org](mailto:jobs@fifthave.org)

Please, no phone calls!

*Women and people of color and local residents are strongly encouraged to apply.  
Equal opportunity employer (EEO).*