



## **Job Announcement Tenant Organizer**

**Position:** Tenant Organizer

**Status:** Non-Exempt

**Unit:** Organizing & Advocacy

**Employee Type:** Full-Time, 35 hours per week

Founded in 1990, Neighbors Helping Neighbors (NHN) is a U.S. Department of Housing and Urban Development-approved counseling agency, whose mission is to empower low- and moderate-income Brooklyn residents to secure quality housing and build financial assets. NHN is committed to providing the highest quality of service in order to educate and counsel low income and working New Yorkers so they can help themselves; organize people so they can act collectively and help one another; network with other community organizations; and serve as an advocate and conduit for resources to the communities it serves. NHN achieves this mission through a combination of homeownership and tenant services, as well as organizing and advocacy around local and citywide campaigns that align with a vision of safe, affordable housing in the Brooklyn communities NHN serves. NHN is an affiliate organization of the Fifth Avenue Committee.

Fifth Avenue Committee (FAC), an award-winning, 41-year-old, South Brooklyn-based, non-profit community development corporation and NeighborWorks America member whose mission is to advance economic and social justice. FAC develops and manages affordable housing and community facilities, creates economic opportunities and ensures access to economic stability, organizes residents and workers, offers student-centered adult education, and combats displacement caused by gentrification.

### **Responsibilities:**

Working closely with NHN colleagues and NHN's affiliate Fifth Avenue Committee. The Tenant Organizer will organize low and moderate income Brooklyn tenants, especially tenants in Sunset Park and its neighboring areas in South Brooklyn living multi-family properties that are facing poor conditions and/or 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 organizations of tenant associations to win better housing conditions, address landlord harassment and to stabilize their housing. Working with partner organizations and legal service providers, the 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 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 risk of displacement to engage and organize tenants.
- Facilitating tenant association meetings in buildings and developments.
- Training tenants to take active roles in the organization and formation of tenant associations in their buildings.

- Support the Organizing and Advocacy team and relevant partner 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 campaigns and attend relevant campaign events such as press conferences, trainings, meetings, hearings and demonstrations.
- Representing NHN and NHN affiliate, Fifth Avenue Committee (FAC), at relevant meetings with elected officials, partners, coalitions and events, as needed and assigned.
- 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.
- Provide day to day task supervision and support to Tenant Activists, Interns, volunteers, VISTA/ AmeriCorp members, 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 meetings, staff meetings and trainings.
- Other responsibilities as assigned.

**Qualifications:**

- Minimum 1 year experience working in coalition on a campaign or campaigns that emphasize community organizing and base-building is a plus.
- Minimum 1 year experience in tenant organizing, tenant advocacy and/or eviction prevention; experience maintaining an active case load is a plus.
- Strong knowledge of NYC housing rules and dynamics.
- 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).
- Demonstrated appreciation for link between individual advocacy and community organizing.
- Bi-lingual in English or Spanish preferred.
- Commitment to NHN’s mission of economic and social justice.

**Compensation & Benefits:**

41k-\$44k annual salary – commensurate with experience; NHN offers a comprehensive benefits package including health, dental and vision insurance benefits (following a 90-day waiting period), voluntary flexible spending plan, 403b retirement plan, and paid leave time including 18 vacation days and 12 sick days.

**To Apply:** Please email cover letter and resume to [jobs@fifthave.org](mailto:jobs@fifthave.org) by December 20, 2019. Indicate “NHN Tenant Organizer” in the subject line to:

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

No phone calls, please.

***Neighbors Helping Neighbors is an equal opportunity employer (EEO).  
People of color, community residents, and women are strongly encouraged to apply.  
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