

Position Announcement and Job Description

Title: Housing Justice Program Director

Reports to: National Policy Director

Position Location: This position will be in ACT's offices in New York, Pennsylvania, or DC/MD/VA. Regular travel of 1-2 times per month to other ACT offices is required.

Hours: Full Time, it is not fully a remote position.

Organization:

African Communities Together (ACT) is an organization of African immigrants fighting for civil rights, opportunity, and a better life for our families here in the U.S. and worldwide. ACT works to support and empower African immigrants to integrate socially, advance economically, and engage civically. ACT connects African immigrants to services, empowers our members to develop as grassroots leaders, and leads campaigns for social change. ACT's African immigrant membership comes from a diverse range of nationalities, cultures, and languages, and is religiously diverse, majority women, and predominantly working-class and low income.

Position Description:

[African Communities Together \(ACT\)](#) seeks an experienced campaigner and advocate to serve as its Housing Justice Program Director, with responsibility for managing the housing initiatives of its New York, Pennsylvania, and DC/MD/VA chapters. The Housing Director will be responsible for policy advocacy, developing and executing campaign plans, supporting ACT's organizing and leadership development with African immigrant tenants. This position will serve as the primary strategist and spokesperson for ACT's housing work and work collaboratively with ACT's Chapter Directors and Executive Director to advance our housing goals and objectives.

Key responsibilities include:

- Develop, communicate, and implement strategic priorities, goals, and campaign plans for impactful, community-based housing programs.
- Work with Chapter Directors to identify and develop new housing initiatives in New York, Pennsylvania, and DC/MD/VA.
- Work with Chapter Directors and ACT's organizing team to develop strategic plans for our field organizing, including leadership development for our tenant leaders.
- Draft policy briefs, campaign communications, testimony, and other written materials.
- Represent ACT in partnerships, coalitions, campaigns, and public events relevant to our housing work. Foster local and national relationships with allies, community partners, elected officials, advocacy organizations, and coalitions to advance housing goals.
- Work with the Executive Director and Development Director to secure city, state, and private grants and contracts to support ACT's housing campaigns and programs.

- Manage grants and contracts, ensuring completion of deliverables, collecting data, and developing and submitting reports.
- Hire, train, and manage housing staff, developing work plans and assigning duties as need.
- Work closely with communication staff to plan media activities, oversee digital content, op-eds, and messaging to raise awareness of our campaigns.
- Support and carry out, as appropriate, lobbying efforts at the state, local, or federal level.

Qualifications:

- At least five years of professional experience in policy analysis, legislative advocacy, or tenant organizing.
- BA/BS degree or equivalent experience required; relevant professional degree, such as a J.D or M.P.P is desirable.
- Demonstrated commitment to housing justice and a alignment with ACT's mission and values. Knowledge of and experience with African immigrant communities preferred.
- Expertise in housing law and policy, preferably relevant to New York, Pennsylvania, or DC/MD/VA. Knowledge of tenant rights and protections.
- Demonstrated experience in developing a strategy for winning housing campaigns, program development, or organizing tenants.
- Demonstrated leadership and ability to work independently and in a collaborative community organization environment, including accountability to goals, managing across teams and prioritizing.
- Management experience with supervision and evaluation of staff, and creating work plans.
- Ability to communicate policy and campaign plans into actionable steps for the organizing team and chapter directors.
- Excellent research, writing, and analytical skills.
- Excellent interpersonal skills. You can build strong working relationships with members and external partners, organizations, and consultants.
- Excellent organization skills. Able to manage multiple priorities, timelines, and attention to detail.
- Knowledge of the political landscape in New York, Pennsylvania, or DC/MD/VA preferred.
- Fundraising experience, particularly for housing work, is desirable.
- Proficiency in English is required. Fluency in a widely spoken African language or French is desirable.

Compensation

ACT offers competitive salary, benefits, and leave policies. Baseline salary is \$85,000; additional compensation negotiable based on experience. Additional benefits include employer-paid health insurance; pension contribution (SEP); professional development; vacation and personal leave; and a sabbatical/longevity bonus.



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Application Process

To apply, please submit your resume along with a brief cover letter describing your interest in the position here: [Apply](#). Please combine the resume, cover letter into one attachment.

Applicants are encouraged to submit applications by **March 21th, 2023**; however, applications will be accepted until the position is filled.

ACT is an affirmative action employer, and strongly supports the social goals of affirmative action. We therefore make special efforts to recruit individuals from groups that are historically under-represented in professional environments, or that suffer from broader societal discrimination.