



## Job Description

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[cypresshills.org](http://cypresshills.org)

The 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.

### Position: Bilingual Tenant Organizer

Cypress Hills Local Development Corporation has an opening for **one (1) full-time Bilingual Tenant Organizer** in the Community Organizing and Advocacy Division. This organizer will work as part of the CHLDC's East New York displacement prevention initiative which will pioneer a holistic approach to displacement prevention that encompasses a data-driven early warning system; extensive outreach and education to low income renters, homeowners, small businesses and manufacturers; engaging houses of worship and public schools in education efforts; ramped up housing counseling and business assistance; and policy advocacy and community organizing around land use actions and programs/financing needed by vulnerable populations in East New York.

### Principal Duties:

- 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

- Counsel tenants to successfully resolve their housing issues and maintain proper case documentation
- Supervise intern
- Maintain databases for contract reporting
- Provide monthly narratives and statistical reports on work accomplished
- Demonstrate commitment to leadership development, community building, and community organizing as strategies for social change
- Report to the Director of Community Organizing and Advocacy
- Participate in a CHLDC staff committee
- Other duties as assigned

### **Position Requirements:**

- Have three-five years experience in tenant organizing
- Have a bachelors degree
- Be fluent in Spanish
- Be able to work in a fast-paced environment
- Have excellent interpersonal, public speaking, and organization skills
- Have the demonstrated ability to effectively communicate with individuals from diverse backgrounds, particularly in 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

**To apply:** Send cover letter and resume to Julia Watt-Rosenfeld:  
[Juliaw@cypresshills.org](mailto:Juliaw@cypresshills.org).

**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.**