



Job Description  
**TENANT ORGANIZER**

**AGENCY BACKGROUND:**

Northern Manhattan Improvement Corporation (NMIC) is a community-based, not-for-profit organization founded in 1979 that has grown into a leading multi-service agency with over 120 staff serving New York City with a focus on upper Manhattan and the Bronx. Our mission is to serve as a catalyst for positive change in the lives of the people in our community on their paths to secure and prosperous futures. Integration is the cornerstone of NMIC's programs, and our staff can identify and address a broad array of immediate needs through comprehensive crisis intervention services. With their crises resolved, clients move seamlessly to capacity building services through our holistic programs designed to transition individuals and families to self-sufficiency.

- Our **Legal Services, Social Services, and Weatherization** programs meet community members' basic needs including housing, income, nutrition and health.
- Our **Community Organizing** program empowers groups of residents to collectively secure longer term and larger scale improvements to their own basic needs.
- Our **Education & Career Services** program imparts individual community members with the practical tools necessary to build secure and prosperous futures.

**Job Title:** Tenant Organizer  
**Department:** Legal Services  
**Reports To:** Lead Organizer  
**Location:** Main Office: 45 Wadsworth Avenue, NY, NY 10033  
**FLSA Status:** Exempt

**SUMMARY OF RESPONSIBILITIES:**

NMIC's Tenant Organizer works with our highly skilled and experienced, interdisciplinary organizing, legal, and social services team. This role will collaborate with organizers at our partner agencies, Community League of the Heights and Inwood Community Services, through a special initiative to create and maintain active relationships with tenants to develop leadership, empower them to improving community living conditions and create comprehensive anti-displacement plans.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

**Tenant Organizing**

- Assist tenants forming and strengthening tenant associations (TAs).
- Schedule and coordinate regular TA meetings and work with members to develop agendas.
- Organize TA member leadership development and know your rights trainings.
- Coordinate one-on-one meetings to develop leadership within buildings.

- Respond to individual tenant issues and connect them with NMIC services for resolution. Connect with external partners where needed.
- Coordinate with attorneys to address tenant concerns with management.
- Collaborate with other tenant/community organizers within NMIC and at partner agencies on agency and community projects.
- Collect documentation required by funding sources.
- Maintain notes in proprietary database.

### **Community Organizing**

- Enhance the leadership structure of Union Comunal, the Washington Heights/Inwood Community Union.
- Collaborate with tenant leaders to lead monthly community-wide meetings.
- Connect neighborhood residents to broader campaigns to enhance their collective voice.
- Identify opportunities to integrate issue advocacy into other NMIC programming.

### **QUALIFICATIONS:**

- Candidates should have a strong interest in working in a low-income and culturally diverse community.
- BS/BA with at least 1 year of tenant organizing experience is preferred.
- Excellent organizational skills.
- Demonstrated PC literacy and proficiency, including word processing, spreadsheets, and databases.
- Ability to work independently and efficiently on multiple tasks as well as work collaboratively in a team-oriented environment.
- Excellent interpersonal skills, including the ability to work collaboratively and to interact with management and program staff.
- Spanish/English proficiency (oral and written communication) required but fluency is strongly preferred.

### **NMIC IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER:**

NMIC is an Equal Opportunity Employer and actively encourages candidates of diverse backgrounds to apply for employment. Applicants must meet the minimum requirements in terms of qualifications. An equivalent combination of education and experience will be considered unless specifically stated otherwise.

### **TO APPLY:**

Please submit the following to Rodrigo Sanchez-Camus at [organizing@nmic.org](mailto:organizing@nmic.org) with the job title in the subject line:

- Cover letter
- Resume
- References
- Salary requirements

All attachments should be in word or PDF form.

No phone calls, please.