

Tenant Coordinator – Affordable Housing Development

Community League of the Heights (CLOTH), New York, NY

Community League of the Heights (CLOTH) is seeking a Tenant Coordinator to oversee communications and outreach to tenants living in our buildings of affordable and supportive housing in Washington Heights, New York. This position is an opportunity to work on-the-ground with tenants at a deeply-rooted community-based organization in order to promote homeownership and preserve affordable housing for low-income families in NYC.

Background:

Community League of the Heights (CLOTH) is a 65 year-old multi-faceted community development and service organization dedicated to supporting and empowering the economically disadvantaged residents of Inwood, Washington Heights and Hamilton Heights. Our mission is to provide the knowledge, resources, and opportunities our residents need to empower themselves and their community. Our work encompasses advocacy, organizing and the providing of services related to decent affordable housing, education, health, youth services and neighborhood improvement. Since our inception in 1952, CLOTH has grown from an all-volunteer agency focused on the youth of Washington Heights to an influential community development corporation. CLOTH offers an array of services including an after school program, a middle and high school for 690 students annually, a food pantry that feeds 400 families a week, and a technology center that provides workforce development, adult education classes and access to computers.

In addition to our health and education community-based programs, CLOTH is a highly experienced developer of affordable housing. CLOTH's housing portfolio currently includes 36 properties with a total of 557 units located in the neighborhoods of Inwood, Washington Heights and Hamilton Heights. Our properties serve a variety of different populations including the formerly homeless, youth aging out of foster care, those with chronic mental illness, the elderly, and families. As part of developing and managing affordable housing, CLOTH engages with tenants in a variety of ways, including setting up tenant associations, helping tenants apply and recertify for Section 8 housing vouchers, relocating tenants during construction for the redevelopment of their buildings, and facilitating homeownership among tenants through the conversion of rental buildings into low-income co-ops. The Tenant Coordinator oversees these and other aspects of tenant engagement and communication at CLOTH.

Job Summary and Responsibilities

The Tenant Coordinator will report to the Director of Housing and Real Estate Development at CLOTH and will be responsible for overseeing communications and outreach to tenants in our buildings of affordable and supportive housing. The Tenant Coordinator is the main point of contact between our tenants and the organization. Therefore the Tenant Coordinator must have outstanding communication and interpersonal skills and should be comfortable talking with diverse groups of people.

Currently, we have two projects in the development pipeline that will convert city-owned rental properties into low-income co-ops, providing a means of homeownership for low-income tenants and preserving the long-term affordability of the units. The process of co-op conversion however can be complicated; we are specifically looking for a tenant coordinator who can help guide tenants through the process and assist them in successfully owning and managing their building as a co-op.

Other responsibilities include the following:

- Setting up tenant associations
- Assisting tenants in applying and recertifying for Section 8 housing vouchers
- Finding units to relocate tenants in during construction work on their buildings and ensuring a smooth relocation process

- Addressing tenants' questions and concerns during redevelopment
- Connecting tenant associations with the necessary skills and training in order to manage their buildings successfully

Job Qualifications

- Excellent verbal and written communications and interpersonal skills.
- Ability to take initiative and work with directed, but limited, supervision.
- Minimum two years of experience in community organizing, tenant organizing, outreach, social services, or a related field.
- Bi-lingual Spanish and English required.
- Experience with and interest in working in a community-based organization.
- Familiarity with affordable housing development preferred
- Bachelor's Degree preferred

To apply please email your resume and cover letter with your salary requirements to Eliot Hetterly at ehetterly@cloth159.org.

For more information on our organization please visit our website at www.cloth159.org.