

Position Title: Tenant/Building Organizer

FTE: 1.0

Location: The Bronx, NY

Salary Range: Commensurate

Benefits:

- Medical 100% paid by Employer
- Dental & Vision portion paid by Employer
- 403(b)

Objective and Position Summary

Under the supervision of the Director of Housing, the NIDC Housing Specialist will be responsible for monitoring and maintaining best New York City Housing interventions inclusive of Site/Building assessments, tenant/landlord resource allocations and education, as well as documentation and reporting. The NIDC Housing Specialist will also build and maintain strong external client, landlord, and agency relationships.

Primary Duties and Responsibilities

- Survey sites/buildings for violations in accordance with New York City Housing Preservation and Development (HPD) and other city agency guidelines.
- Coordinate and implement site/building interventions inclusive of repairs and resources.
- Organize and provide ongoing information/resources to site/building tenants and landlords for self-advocacy. This includes providing tenants/landlords with most recent housing rights and resources through multiple platforms (e.g. email, mailers, etc.).
- Create, coordinate, and implement ongoing informational sessions for key stakeholders (I.e., tenants, landlords, etc.).
- Collect and utilize ongoing data for regular internal and external reporting.
- Attend and actively participate in ongoing Department meetings, Organization wide meetings, and trainings.
- Maintain strong internal and external communication efforts.
- Act as a community liaison for NIDC.

Skills and Characteristics

- Excellent interpersonal skills
- Research and Development
- Management and Leadership
- Detail-oriented, highly organized and able to prioritize multiple tasks
- Strong problem-solving and critical thinking skills
- Ability to work effectively both independently and as a member of a team
- Excellent written and oral communications skills
- Highly motivated and self-directed; capable of seeing projects through from beginning to end
- Strong work ethic and “roll-up-my-sleeves” attitude
- Results-oriented individual
- Excellent computer skills including Microsoft Office/0365; especially Outlook, Word and Excel
- Must have a good sense of humor

Minimum Qualifications

Bachelor's Degree in relevant field or 2 years of experience equivalent to.
Spanish speaking is a plus

Additional Notes

Primary work schedule is 9:00 am to 5:00 pm. Occasional evenings and weekends are required. Some travel is required.

NIDC is an equal opportunity employer. It does not discriminate against persons on the basis of race, creed, color, national origin, sex, age, disability, marital status, sexual orientation or citizenship status in determining eligibility for employment, compensation, promotion, training or termination.