



Flatbush Tenant Coalition

Building Tenant Power in Brooklyn and Beyond!

Bilingual Organizing Associate

Who We Are: The Flatbush Tenant Coalition is a member-led group of 65+ tenant associations, building tenant power in central and south Brooklyn. We develop skilled and informed tenant leaders to challenge the oppressive systems that disenfranchise low-to-moderate income tenants. Our tenant leaders work together to plan and implement strategies to obtain much-needed repairs in their buildings, stop harassment and displacement, strengthen tenants' rights in NYC and across the state, and make sure that tenants have a strong voice in decisions and plans that affect them and their homes.

We are hiring a part-time Bilingual Organizing Associate to join our team of Community Organizers and tenant leaders. The Bilingual Organizing Associate will:

- **Provide outreach support for our “Campaigns for Respect & Repairs”:** Through our Campaigns for Respect & Repairs, our tenant leaders fight to stop harassment & displacement in their buildings. The Organizing Associate works with our organizers & tenant leaders to conduct door-to-door outreach to build our base and move our campaigns forward.
- **Provide administrative support for our team:** An important part of organizing is keeping track of information about what's happening in our member buildings, who is taking part in our campaigns or wants to join our campaigns, and more. The Bilingual Organizing Associate will manage our data, as well as help our team to create administrative systems, processes, and procedures to make our work more effective and efficient. This work involves data-entry and data management (using Google Drive and Dropbox), scanning, and maintaining paper documents and files.

The Organizing Associate will work approximately 15 hours per week. Weekly work hours are flexible, but will include at least one shift of evening work each week (until 9 pm.)

Qualifications required for this position:

- Fluently bilingual in English and Spanish or Haitian Creole
- A strong, demonstrated commitment to social justice and the Coalition's mission, vision, and community organizing approach
- At least one year of administrative and outreach experience

- At least one year of experience working on NYC housing or tenant issues
- Strong written and oral communication skills, and basic math skills
- Facility with email, Excel, Word, Facebook, Twitter, and other computer programs and functions
- Strong working knowledge of issues and systems affecting low-income, immigrant, LGBTQ, and communities of color, and relevant experience effectively working with these communities
- An ability to relate to a wide range of people, including low-income families, elected officials, legal services providers, and other community-based and advocacy organizations

To apply:

Please send a cover letter and resume, in PDF only, to Aga Trojniak at agatftc@gmail.com with subject heading: Organizing Associate

This is a part-time position. Hourly rate depends on experience.