



GODDARD RIVERSIDE COMMUNITY CENTER

JOB DESCRIPTION

Job Title: Tenant Organizer	Job Classification: Full time, salaried, exempt
Program/Department: Law Project	Reports to: Program Director & Director of Organizing
Days: Monday – Friday	Hours: 10:00am – 6:00pm
Salary Range: Based on experience and pursuant to a collective bargaining agreement.	Updated: April 2018

PROGRAM DESCRIPTION:

- The Goddard Riverside Law Project provides free legal services and organizing support to low-income individuals, families, and groups of tenants in the west side of Manhattan. Our mission is to empower tenants and preserve affordable housing through advocacy, legal representation, relationship building, and grassroots education.
- We aim to protect tenants' rights and hold bad actors accountable while working towards establishing pro-tenant laws and sound housing policy through city and statewide coalition work. To these ends, we integrate tenant voices and collaborate with the community, particularly SRO tenants and marginalized populations.

ROLES, RESPONSIBILITIES, AND ESSENTIAL DUTIES OF TENANT ORGANIZERS:

- **Community organizing:**
 - Organize tenants at a building-wide and neighborhood-wide level to address housing-related issues, including conflicts with landlords, harassment and discrimination;
 - Educate community residents on tenants' rights, fair housing, gentrification and anti-displacement strategies;
 - Conduct outreach events in the community, including workshops and trainings;
 - Assist tenants in forming tenant associations and developing organizing strategies;
 - Mobilize tenants for demonstrations, rallies and forums;
 - Develop and support community leaders through regular tenant committee meetings.
- **Advocacy & case management:**
 - Assist tenants with housing-related issues and concerns;
 - Advocate on behalf of tenants with landlords, government agencies and other entities;
 - Help tenants with complaints and applications to government agencies;
 - Assist unrepresented tenants with filing court cases and accessing resources;
 - Support legal staff in court cases and assist in the legal representation of tenants;
 - Depending on language ability, provide translation assistance.
- **Campaigns & coalitions:**
 - Represent the tenant community and take leadership roles in citywide campaigns and coalitions to advance and reform policies consistent with our mission, including preservation and production of affordable housing and safe living conditions;
 - Advocate for stronger legislation and policies to empower and protect tenants;
 - Develop and maintain relationships with community leaders and elected officials.
- Fulfill **administrative responsibilities** as required, including maintaining notes on individual cases, buildings and campaigns and reporting on organizing efforts and results.

QUALIFICATIONS:

- Demonstrated commitment to social justice work.
- College degree in related area; Master's degree in Social Work preferred, but not required.
- Fluency in spoken and written Spanish strongly preferred.
- Familiarity with housing issues and community organizing experience preferred.
- Ability to manage workload comprising individual cases, building-wide organizing, and participation in campaigns/coalitions.
- Strong writing and research skills.

COMPUTER SKILLS:

- To perform this job successfully, an individual should be comfortable operating Microsoft Office programs, especially Outlook, Word and Excel.

PHYSICAL REQUIREMENTS:

- Organizers are expected to visit tenants in their homes, conduct outreach in buildings, and attend events outside the office.

WORK ENVIRONMENT:

- Most work will be conducted at our office site; in addition, work may be required at buildings, other offices, and outdoors.

HOW TO APPLY:

- Applicants are required to submit an online application, along with a cover letter and resume, at <https://www.goddard.org/grcc/jobs/>.
- Questions about the position may be directed to Larry Wood, the Director of Organizing, at lwood@goddard.org (no telephone calls, please).
- **Applications will be reviewed on a rolling basis.**

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of this position and title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job related task other than those specifically presented in this description. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.