



JOB ANNOUNCEMENT **Tenant Advocate & Organizer**

Status: Exempt

Unit: Organizing & Advocacy

Position: Part-time, 28 hrs./week

NHN is a non-profit, community-based organization whose mission is to promote racial justice while empowering low- and moderate-income New Yorkers to fight for, secure, and maintain quality housing and build financial assets. NHN is a HUD-approved housing counseling agency providing foreclosure prevention services, homebuyer education, and tenant advocacy. NHN is an affiliate of Fifth Avenue Committee, a 45-year-old nonprofit comprehensive community development corporation whose mission is to advance economic, social, and racial justice and is a NeighborWorks America chartered member.

The Tenant Advocate & Organizer will work collaboratively with staff to provide high quality advocacy and organizing, direct services to tenants, including tenants' rights workshops, advocacy regarding repairs and landlord harassment, leadership development for residents of the community, represent NHN and FAC on relevant city-wide campaigns and build tenant associations and coalitions, particularly in rent stabilized buildings. The Tenant Advocate & Organizer will be supervised by the Tenant Organizing and Advocacy Manager.

RESPONSIBILITIES:

❖ Tenant Advocacy:

- Provide housing advocacy/counseling and case management services to tenants facing eviction and/or living in distressed housing, including SCRIE and DRIE applications and renewals, filing housing related complaint forms with the NYS DHCR or other relevant government agencies.
- Educate community residents about their rights as tenants, and assess eligibility for public benefits, and other resources.
- Provide referrals to FAC's Community Services, legal services and/or relevant assistance to tenants.
- Accompany tenants to housing court if they are unable to secure access to legal services and require additional support.
- Conduct tenant rights workshops at local schools, senior centers, for elected officials and community organizations.

❖ Tenant Organizing and Outreach:

- Facilitating tenant association meetings in buildings & training tenants to take on leadership roles within their buildings.
- Participate in community outreach efforts and conduct door-to-door building outreach in multi-family properties where rent stabilized tenants are facing poor conditions and/or risk of displacement to engage and organize tenants.

- Identify potential tenants who want to participate in neighborhood and city-wide organizing through Brooklyn Tenants United.
- Participate and encourage member engagement in local, city-wide, and national housing advocacy campaigns, as needed.
- Develop and strengthen relationships with community leaders, partner organizations, staff of elected officials and other related institutions.
- Represent NHN and FAC in neighborhood and issue-based coalitions that have relevancy to NHN and FAC's missions.
- ❖ Administrative
 - Maintain up-to-date records on organizing, leadership development and advocacy efforts in Salesforce in a timely manner.
 - Compile outcomes and deliverables on services for funder reports and special events.
 - Attend Organizing & Advocacy Team meeting and All Staff Meetings.
 - Attend trainings as needed.
 - Other duties as assigned.

QUALIFICATIONS:

- Minimum of 1 year of relevant experience working on NYC tenant rights, tenant organizing, eviction prevention, community organizing and/or public benefits preferred.
- Some exposure to NYC affordable rental housing issues and trends preferred.
- Experience working in a community-based, not for profit setting preferred.
- Comfortable working with low-income, immigrant residents, many undocumented.
- Ability to learn quickly and utilize creative problem-solving skills.
- Detail-oriented, able to establish priorities in collaboration with program staff, and meet reporting deadlines.
- Excellent communication skills in speaking and writing; and computer literacy.
- Demonstrated commitment to equity, dignity, and social justice.
- Bilingual fluency in English and Spanish or Mandarin required.
- Sense of humor, humility, and respect.
- Commitment to NHN and FAC's missions.

COMPENSATION:

\$25-27 per hour commensurate with relevant experience. Prorated accrued sick, personal, and vacation time.

TO APPLY:

E-mail cover letter with resume and salary requirements with **“Tenant Advocate & Organizer”** in the subject line by **February 17, 2023**, to:

Fifth Avenue Committee, Inc.
 Attn: Tenant Advocate & Organizer
 621 DeGraw Street
 Brooklyn NY 11217
jobs@fifthave.org

Please, no phone calls!

*Women and people of color and local residents are strongly encouraged to apply.
 FAC is an equal opportunity employer (EEO).*