



Fifth Avenue Committee
Our Community. Our Future.

Job Announcement **Tenant Organizer & Advocate**

Status: Exempt

Unit: Organizing & Advocacy

Position: Full-time, 35 hrs/week

Fifth Avenue Committee (FAC), is a nationally recognized South Brooklyn based, non-profit community development corporation formed in 1978 whose mission is to advance economic and social justice by building vibrant, diverse communities where residents has genuine opportunities to achieve their goals as well as the power to shape the community's future. FAC works to transform the lives of over 5,500 low and moderate income New Yorkers annually so that we can all live and work with dignity and respect while making our community more equitable, sustainable, inclusive and just.

To achieve our mission FAC develops and manages affordable housing and community facilities, creates economic opportunities and ensures access to economic stability, organizes residents and workers, offers student centered adult education, and combats displacement caused by gentrification. In addition to our grassroots neighborhood work, we are actively involved in broader coalitions and campaigns.

The position will be primarily performing work on FAC's behalf to our affiliate, Neighbors Helping Neighbors (NHN) in offices in Sunset Park. NHN's mission is to empower low- and moderate-income Brooklyn residents to secure quality housing and build assets. To fulfill that mission NHN provides education and counseling to tenants and current and prospective homeowners.

The Tenant Organizer & Advocate will work collaboratively with Tenant Organizing & Advocacy staff to provide high quality direct services to tenants, including tenants' rights workshops, advocacy regarding repairs and landlord harassment, and leadership development for residents of the community. The position is in the busy Sunset Park office of NHN, which has a small staff. The Tenant Organizer & Advocate will assist in a weekly intake for tenants in need, manage cases, and staff building and community organizing efforts.

This position reports to the Director of Organizing and Advocacy at Fifth Avenue Committee, and s/he will receive on-site supervision and support from the Program Coordinator. The ideal candidate should feel comfortable working independently, and on a small team in a satellite office.

RESPONSIBILITIES:

❖ Tenant Counseling:

- Provide housing counseling and case management services to tenants facing eviction and/or living in distressed housing;
- Educate community residents about their rights as tenants, and assess eligibility for public benefits, and other resources;

- Conduct tenant rights workshops at local schools, senior centers, and community organizations.

❖ **Community Organizing:**

- Provide support for existing building organizing work and identify new buildings for outreach;
- Develop leadership among counseling participants and tenants in neighborhood buildings; encourage community engagement through *Inquilinos Unidos*, tenant organizing group facilitated by Fifth Avenue Committee;
- Participate and encourage member engagement in local, city-wide and national housing advocacy campaigns; Develop and strengthen relationships with community leaders, partner organizations, elected officials and other related institutions.
- Represent FAC and NHN in neighborhood and issue-based coalitions that have relevancy to FAC and NHN's mission.

❖ **Program:**

- Participate in regular staff meetings and professional development activities;
 - Maintain up-to-date and accurate participant records, enter information in database in a timely manner, and compile outcomes and deliverables on services for funder reports and special events;
- Assist in grant reporting for private and government funders as needed;
- Assist in management of Sunset Park office, including ordering office supplies, and communicating computer and space issues to appropriate FAC staff;
- Perform other duties as assigned.

QUALIFICATIONS:

- Bilingual fluency in English and Spanish and/or Chinese required;
- Prior knowledge of NYC tenant rights, tenant organizing, eviction prevention, and/or public benefits required;
- 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;
- Able to work independently in an intimate, fast-paced work environment;
- Excellent communication skills in speaking and writing;
- Computer literacy;
- Demonstrated commitment to equity, dignity and social justice;
- Sense of humor, humility and respect;
- Commitment to FAC's and NHN's missions.

Compensation:

Salary Range: \$33-36K, depending on experience. Fifth Avenue Committee offers an excellent benefits package including full health, dental and vision insurance benefits (following a three-month waiting period), voluntary flexible spending plan, 403b

retirement plan, and paid leave time including 18 vacation days and 12 sick days.

How to Apply:

Please email cover letter and resume by **September 30th, 2013** to:

Jackie Del Valle, Director
Organizing & Advocacy Unit
Fifth Avenue Committee
621 DeGraw Street
Brooklyn, NY 11217

Email: jobs@fifthave.org

Please indicate “Tenant Organizer & Advocate” in the subject line.

No phone calls, please.

*Fifth Avenue Committee is an equal opportunity employer (EEO).
People of color, community residents, and women are strongly encouraged to apply.*