



# United Tenants of Albany

*A Better Place to Live*

## JOB DESCRIPTION

### Tenant Organizing Coordinator

#### Full Time

**About the Position:** The Tenant Organizing Coordinator will have a passion for working with residents of low-income communities of color to organize, build their power, and wage campaigns to bring about policy changes and investment that improve the quality of life for low income and working families. Tasks will also include advisement on housing issues and available resources. The ability to work some evening hours is required.

#### **Job Responsibilities include the following:**

- Identify leaders within the community and within housing campaigns
- Facilitate and coordinate development/training of ever-growing number of grassroots tenant leaders who take ownership of the campaign and do work to lead it forward
- Connect new leaders with emerging and ongoing campaigns on the local, State and Federal level
- Assist low-income renters in organizing tenant associations and collectively bargaining for local needs
- Enable tenants to regularly meet in inclusive spaces to have open conversations about local theories of change
- Capture and manage data on local housing needs and demographics
- Build a large base of residents in low income communities of color who want to organize to improve their communities
- Maintain relationships with the members and leaders, mobilize them to carry out affordable housing campaign initiatives
- Create promotional/education material for campaigns
- Maintain and support the tenant leaders in contributing to a blog (and other social media outlets) that advances the message of the campaign
- Conduct community outreach and coalition building, city-wide, regionally and state-wide
- Integrate and coordinate cultural events for coalition and community building of the campaign
- Advertise for monthly meetings and events; coordinate and engage volunteers and leaders to get the word out (flyering neighborhoods, community centers, etc)
- Attend both day and evening meetings/community events to promote and forward the campaign initiatives
- Participate in agency operations and events as needed
- This position will report to UTA's Executive Director

General 9 to 5 work hours expected, schedule subject to change and hours may be flexible as different campaign projects develop.

#### **Minimum Qualifications:**

Experience in community or labor organizing a plus, but not required. Deep understanding of issues facing low-and moderate-income families is crucial. Must be self-motivated - proven ability to work independently, and overcome obstacles; Must be able to work collaboratively with agency staff; participate in team goals/initiatives. Ability to work well with diverse groups and populations, dedication and ability to work flexible hours is necessary. Own transportation required, as well as good oral and written communication skills. Spanish/English bilingual preferred but not required. Bachelor's Degree or Associate Degree with equivalent experience in community work or community development or human service work, preferred but not required.