

## Bilingual Tenant Organizer

Housing Counseling Services (HCS) a nonprofit 501(c)3 organization founded in 1972 seeks a full-time Tenant Organizer to join its team to provide outreach, training and technical assistance to low- and moderate-income District tenants. The organizer works with tenant groups throughout Washington DC supporting them in forming tenant associations, understanding rights, and providing the support necessary to exercise those rights.

The Tenant Organizer will join a collaborative team who work with low-income tenants in DC facing bad housing conditions, rent increases, pressure to move, sale of their property, and other threats to their housing. A primary role of the organizer is to help tenant associations understand and exercise their rights under District's Tenant Opportunity to Purchase Act (TOPA) which gives tenant associations the first right to purchase when buildings are for sale. The Organizer meets with tenants in their buildings and helps tenants through the process of exercising TOPA rights, ensuring all deadlines are met, collaborating with attorneys, local government agencies, interested purchasers, development consultants and other necessary partners.

### **JOB RESPONSIBILITIES INCLUDE:**

- Provide technical assistance to tenant associations who seek to preserve their rights, form tenant associations, purchase their buildings, partner with developers, improve housing conditions, preserve housing affordability and subsidies.
- Conduct outreach through door knocking and flyering in buildings throughout DC where tenants are at risk for displacement.
- Provide trainings on tenant rights, forming tenant associations, and the tenant purchase process
- Engage partners including property owners, management companies, developers, attorneys, lenders, inspectors, and government officials.

### **QUALIFICATIONS/RELEVANT EXPERIENCE:**

- A demonstrated commitment to affordable housing, social justice, or community education.
- Must be flexible, adaptable, independent/ self-directed as well as collaborative/team-focused
- Experience with, or background in, community development, affordable housing, at-risk populations, organizing and/or anti-poverty work, providing direct services to low-income individuals and families.
- Sensitivity to needs within the community and to individual clients.
- Ability to translate technical information into layman's terms.
- Ability to communicate effectively in group settings with a wide variety of people including low-income individuals from diverse cultures and backgrounds as well as lenders, developers, landlords, attorneys, public officials, and others.
- Comfortable working in conflict situations and being out of the office in neighborhoods throughout DC
- Knowledge of or lived experience with the issues affecting low-income, immigrant, and communities of color or other historically underserved communities
- Fluency or near fluency in Spanish. Native Washingtonians encouraged to apply.

**SALARY/BENEFITS:** \$50,000-\$65,000 depending on experience. Excellent benefits. Flexible hours that require evening meetings at approximately three to four days a week. Paid time off for hours worked outside of normal working hours.

**HOW TO APPLY:** Send resume and cover letter to [employment@housingetc.org](mailto:employment@housingetc.org).

**COVID CONSIDERATIONS:** Staff are currently holding tenant meetings both in-person and remotely. The team is currently working a hybrid schedule, from home, in-office, and hosting in-person meetings in buildings across DC. If hired, all new hires must provide proof of vaccination prior to employment unless you have been issued a reasonable accommodation for religious or medical reasons.

HCS is an equal opportunity employer and affirmatively seeks diversity in its workforce. HCS recruits qualified applicants and advances in employment its employees without regard to race, religious creed, color, national origin, ancestry, physical or mental disability, marital or familial status, sex, age, sexual orientation, or any other category protected by law.