

July 26, 2019

**Job Announcement
Tenant Organizer (Housing Outreach Paralegal)**

Mobilization for Justice, a non-profit legal services organization that provides a wide range of free civil legal services to low-income New Yorkers, is seeking a tenant organizer to further MFJ's efforts to preserve decent and affordable housing for low income tenants, including families and single adults, through eviction defense, HP proceedings, affirmative litigation and policy advocacy. The tenant organizer will be part of a team that represents tenants in Housing Court and Supreme Court; works in coalition with advocacy groups city- and state-wide on policy issues, conducts trainings for lawyers, community groups, advocates and tenants; and communicates regularly with elected officials and the media.

The tenant organizer will be responsible for building-wide advocacy support, including helping form and working with tenant associations, assessing potential clients, and providing legal guidance with the assistance of attorneys. The tenant organizer may also engage in case advocacy, including housing subsidy and public assistance applications and hearings, and other administrative hearings. The tenant organizer may work with tenants across New York City but will focus particularly, if not exclusively, on Brooklyn, and will work at Mobilization for Justice's Manhattan office. Regular evening and occasional weekend outreach will be necessary.

Responsibilities include, but are not limited to:

- Developing tenant leadership through trainings, education, and regular one-to-one meetings and helping tenants develop and execute strategic action campaigns to change policy and improve living conditions.
- Flyering buildings; organizing and facilitating tenant meetings, often at community-based organizations.
- Staffing off-site legal clinics at community organizations, offices of elected officials, places of worship, sister organizations, in courts, and other places to accommodate clients.
- Conducting outreach and education to New York City communities, and training community-based organizations, service providers, government agencies and tenant groups on the rights of tenants and related housing and fair housing issues.
- Working with other tenant organizers and community leaders to develop and execute strategies to prevent tenant displacement.
- Conducting client intake in person, on the telephone, and at community-based organizations.
- Providing advice, counsel, and advocacy services to tenants seeking assistance with housing, government benefits and other matters, and assisting *pro se* tenants bring actions to enforce housing standards and tenancy rights.
- Providing attorneys with case development and litigation support.
- Creating and updating community educational and training materials.
- Preparing and presenting testimony to administrative agencies and legislative bodies.
- Inputting and maintaining detailed records in a case management system.

Requirements:

- Fluent in Spanish.
- Experience working with low-income communities.
- Four-year college degree.
- Demonstrated commitment to building the power of low-income and marginalized people for social, racial, and economic justice.
- Experience with community-based organizing and/or advocacy strongly preferred.
- Well-organized and capable of managing competing responsibilities.
- Willingness and ability to conduct trainings, clinics, and tenant meetings throughout New York City, sometimes outside of usual business hours.
- Willingness and ability to be a team player and work collaboratively yet independently.
- Excellent writing and communication skills.
- Ability to balance an active caseload and travel between the main office, satellite office(s), outreach sites, community-based organizations and courts.

Salary is pursuant to a collective bargaining agreement.

Applicants should submit a cover letter, resume and writing sample addressed to Elise Brown, Director of Housing Litigation, and transmitted by e-mail to ebrown@mfjlegal.org with “**Tenant Organizer**” in the subject line. We encourage all applicants to include in their cover letter a statement about how your background or experience might contribute to the diversity and perspective of our office. Please indicate where you saw this ad. Applications must be received by August 30, 2019. Note that interviews will be conducted and offers made on a rolling basis. No telephone calls please.

For further information about MFJ, please go to www.mobilizationforjustice.org.

MOBILIZATION FOR JUSTICE IS AN EQUAL OPPORTUNITY EMPLOYER
People of color, women, people with disabilities, gay, lesbian, bisexual and transgender people are welcome and encouraged to apply.