

Community Organizer

Summary:

The Community Organizer (CO) position is full time (40 hours per week) and will be under the direct supervision of the Assistant Director. The CO duties include taking building referrals from the hotline, determining whether building if building should be in the organizing program and setting up initial meetings. Upon acceptance into the program, CO will organize tenants, tenant associations, community activists and housing advocates to develop and implement actions and campaigns that result in tangible victories, convene building strategy meetings including planning and executing direct actions when necessary; develop and conduct training opportunities to strengthen tenant leadership skills. Organize educational trainings for tenants and organizational staff. CO will when needed perform Healthy Homes inspections

SPECIFIC DUTIES:

Building Organizing

1. Receive 10 referrals per month from the hotline, Eviction Prevention Field Worker or other organizations for residents with a building wide problem.
2. Form 14 tenants' associations, conduct one on ones, outreach to tenants, set up initial tenant meetings, build tenant leadership (virtual and in-person);
3. Develop action oriented strategies for building wide campaign defined by tenant issues;
4. Set up meetings between tenants and owners and tenants and aldermen;
5. Successfully secure victories to improve building conditions;
6. Recruit 25 members and volunteers;
7. Develop tenant leaders - Identify and train building leaders in meeting facilitation, media strategies, power analysis, action planning;
8. Develop and implement media and social media strategies including: developing materials including, press releases, bulletins, testimony, etc.;
9. When needed train new organizers, interns, volunteers and VISTAs;
10. Promote and Recruit tenants to support advocacy campaigns;
11. Increase collaboration between MTO and other agencies to further program objectives;
12. Perform building inspections

Trainings

1. Set up tenants rights and healthy homes training (virtual or in-person)
2. Send out social media notices to members and others

Reporting

1. Maintain records, monthly outcome reports, and files for each contact.
2. Create monthly program story

3. Provide weekly report to Assistant director of activities
4. Prepare or assist in preparing City monthly CDBG reports

General and assigned duties

1. 10 Hotline calls/week
2. Staff meetings
3. Advocacy meetings
4. Time sheets
5. Other Duties as Assigned

QUALIFICATIONS:

- Knowledge of Chicago's social, political and housing issues
- Experience directing organizing campaigns, preferably in housing issues.
- Demonstrated ability to take initiative and work independently as well as to work collaboratively in teams.
- Must have experience, ability, and desire to work with racially and culturally diverse communities.
- Must have some computer knowledge of computer programs (Word Excel, Zoom, etc
- Must have strong organizational skills and an ability to work days and evenings.
- Have excellent communications skills both public speaking and written.
- Must have a minimum of an AA degree, BA preferred
- Must have a valid driver's license, car, Internet and cell phone.

Please send resume and cover letter to John Bartlett – johnb@tenants-rights.org

The Metropolitan Tenants Organization is an Equal Opportunity Employer.