JOB ANNOUNCEMENT: Tenants & Neighbors

Position Title: Administrative Assistant and Tenant Counselor
Reports To: Executive Director

About Tenants & Neighbors:
Tenants & Neighbors is a small, dynamic, grassroots organization that harnesses the power of tenants to preserve at-risk affordable housing and strengthen tenant rights in gentrifying neighborhoods throughout New York. We have two affiliate organizations, one that does grassroots organizations, one that does tenant organizing at the building and community-level to preserve at-risk affordable housing developments, and one that does tenant-led legislative organizing and advocacy to address the underlying causes of loss of affordability.

Position Description:
Tenants & Neighbors, a state-wide organization that is building a strong and unified grassroots tenant movement, is seeking a part-time administrative assistant and tenant counselor for 2 days a week in January-February 2016. The job responsibilities would include: tenant counseling, grassroots fundraising management, database management, and administrative tasks for office functionality.

Qualifications:
We are looking for someone who:
- Has a strong knowledge of New York Tenants' Rights;
- has experience with office administration;
- is detail-oriented and organized;
- speaks and writes Spanish;
- and has a deep commitment to the housing justice movement.

To Apply:
Send a thoughtful cover letter that includes a resume to Kgoldstein@tandn.org. People who have lived or live in regulated or subsidized housing are especially encouraged to apply. Tenants & Neighbors is an Equal Employment Opportunity employer and actively recruits people of color, women, individuals with disabilities and members of the LGBTQ community.