JOB ANNOUNCEMENT:

Tenants & Neighbors

Position Title: Operations Manager
Reports To: Executive Director
Full-Time, Non-Exempt

Tenants & Neighbors, a state-wide organization that is building a strong and unified grassroots tenant movement, seeks an Operations Manager to oversee the Tenants & Neighbors office, assist our members, and support Tenants & Neighbors organizational and administrative functions. This is a key position in a dynamic, fast-paced, highly collaborative work environment.

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 tenants 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:
Job Description: The Operations Manager oversees the maintenance of the organization’s office, assists the Executive Director in organizational management, and oversees and executes a number of communications, systems management, financial, general office, and administrative functions.

Qualifications:
The ideal candidate will:

- Have 3-5 years’ of non-profit administrative experience;
- Experience with grassroots fundraising;
- Experience with database management;
- Experience with basic tenants’ rights and housing policy;
- Be extremely organized and detail-oriented;
- Experience running an office;
- Experience with government grants;
- Be a collaborative team player;
- Have excellent verbal and writing communication skills;
- Thrive in an intense, fast-paced environment;
- Be strategic, politically savvy, and diplomatic;
- Be familiar with new media such as Facebook, Twitter, and blogging;
• Be committed to building a strong tenant movement;
• And speak and write Spanish.

To Apply:
Send a thoughtful cover letter that includes a resume to Kgoldstein@tandn.org by November 13th, 2015. People who have lived 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.