

BTC Job Description

JOB TITLE:	Senior Organizer
ORGANIZATION:	Boston Tenant Coalition (BTC)
REPORTS TO:	Executive Director of Boston Tenant Coalition
SUPERVISES:	Student Interns and Volunteers
DATE:	January 4, 2021

PROGRAM OVERVIEW:

Boston Tenant Coalition (BTC) is seeking a Senior Organizer. BTC is a coalition of grassroots neighborhood groups, community development corporations, housing and homeless organizations that promotes affordable housing in Boston. We are organized to defend and expand the rights of tenants, and push city, state and federal government, as well as private industry, to address the needs of low-income tenants and residents. We operate from a core belief that more affordable housing needs to be both permanent and targeted to Boston's low-income populations.

BTC is currently coordinating a citywide coalition working to improve the City of Boston's Inclusionary Development Program (IDP), playing a lead role in the development of the City's new fair housing plan, and supporting efforts to get more housing out of the speculative market and into permanent affordability. BTC is also very active in statewide tenant rights legislation and pushing for increasing resources for low-income housing. In addition, BTC operates the Michael Stone Scholars Fund, which supports participatory action research by a UMass Boston graduate or undergraduate student.

GENERAL RESPONSIBILITIES:

The Senior Organizer will work closely with the Executive Director on BTC Campaigns, but also lead and represent BTC in coalitions and campaigns that BTC is a member of but not leading. The position requires strong leadership skills and a willingness to exercise this leadership in promoting the value, success, growth, and influence of BTC, so the organization may more successfully fulfill its mission. The ideal candidate will also possess an ability to cultivate buy-in and support from coalition partners and engage our key constituents and reflect their aspirations.

ESSENTIAL DUTIES:

- Work with Executive Director and member groups to develop, coordinate, and assist in affordable housing and tenant rights campaigns. Communicate with public officials and with members of the media. Assist with research projects that support the campaigns and develop appropriate campaign materials.
- Maintain BTC web site, Facebook, and presence on other social media platforms. Develop and manage BTC newsletter and other public relations materials.
- Work with Executive Director to maintain regular communication with coalition member groups to build and strengthen BTC and its campaigns, recruit new member organizations, and formalize and strengthen its membership program.
- Coordinate the Michael Stone Scholars Fund Program, including coordinating the Stone Scholars Advisory Committee. Oversee the scholar during their internship, with the help of the Executive Director and a Stone Scholar Steering Committee member.

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- Answer tenant referral calls and update referral list.
- Assist Executive Director in fundraising strategies, including donor work, events and grant proposals.
- Work with Executive Director in managing office, including mailings, data management, answering phones, and other office tasks.
- Additional duties and tasks that serve the mission of the organization.

DESIRED JOB KNOWLEDGE, SKILLS & ABILITIES:

- At least three years of community organizing experience.
- Experience working in a team setting, building coalitions and leading people to action, particularly in low-income communities and communities of color.
- Comfort with grassroots community organizing approach that raises the level of awareness regarding critical issues affecting the community. Commitment to the issues of low- and moderate- income tenants/residents, people of color, and other protected classes.
- Ability to lead, take initiative, perform independently, multi-task and manage multiple projects while prioritizing action strategies to meet deadlines.
- Knowledge of building racial and economic equity.
- Familiarity with Boston neighborhoods and knowledge of the economic, political and social environments of the Boston area and their impacts on community change for low-income neighborhoods. Willingness to travel around Boston neighborhoods regularly.
- Experience working on tenant rights and affordable housing issues is preferred.
- Excellent communication (verbal, written, and interpersonal) and collaboration skills.
- Solid computer skills, experience with web design/maintenance and social media platforms.
- Flexibility (including of work schedule) and a good sense of humor.
- Bilingual in Spanish, Haitian-Creole, Mandarin or Cantonese, or Portuguese is a plus.

SALARY AND BENEFITS:

This is a fulltime (40 hour/week) position with a salary of \$47,000-60,000, commensurate with experience. We offer competitive benefits, 2 weeks of vacation annually, increasing to 4 weeks annually after the first year. We also offer opportunities for professional development.

TO APPLY:

Send resume and cover letter that describes your interest in the position and your skills to:

Kathy Brown, Executive Director,
Boston Tenant Coalition
kathy@bostontenant.org

Applications must be received by February 28th 2021. Earlier applications are encouraged. We are an affirmative action equal opportunity employer. Candidates of color, women and people from other protected classes are encouraged to apply.