

## **BTC Job Description**

**JOB TITLE:** Senior Organizer  
**ORGANIZATION:** Boston Tenant Coalition  
**REPORTS TO:** Coordinator Boston Tenant Coalition  
**SUPERVISES:** Students and Volunteers  
**EXEMPT/NONEXEMPT:** Non Exempt  
**DATE:** August 16, 2019

### **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 convening 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 Coordinator in BTC Campaigns, but also lead and represent BTC in other 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, successes, growth, and influence of BTC so the organization may more successfully fulfill its mission, ability to cultivate buy in and support from coalition partners, and engage our key constituents and reflect their aspirations.

### **ESSENTIAL DUTIES:**

- Work with Coordinator 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 BTC's presence in other social media platforms. Develop and manage BTC newsletter and other BTC public relations materials
- Work with Coordinator 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

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Oversee the scholar during their internship with the help of the Coordinator and a Stone Scholar Steering Committee member

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

### **JOB KNOWLEDGE, SKILLS & ABILITIES:**

- Experience working in a team setting building coalitions and leading people to action particularly serving low-income and communities of color
- Comfort with grassroots community organizing approach and organizing that raises the level of awareness regarding critical issues affecting the community
- Ability to lead, take initiative, perform independently, multi-task and manage multiple projects while prioritizing action strategies to meet deadlines
- Knowledge of building community equity
- Familiarity with Boston neighborhoods and knowledge of the economic, political and social environments of the Boston area and there impacts on community change for low-income neighborhoods. Willingness to travel around Boston neighborhoods regularly

### **Qualifications**

- At least 3 years of community organizing experience  
Commitment to the issues of low- and moderate- income tenants/residents, people of color, and other protected classes
- 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, Chinese, or Portuguese is a strong plus

### **Salary and Benefits**

This is a 30 hour/week position with a salary \$40-45,000, commensurate with experience. We offer competitive benefits, 2 weeks of vacation and 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, Coordinator,  
Boston Tenant Coalition  
[kathy@bostontenant.org](mailto:kathy@bostontenant.org)

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Applications must be received by September 3d. Earlier applications are encouraged. We are an affirmative action equal opportunity employer. Candidates of color are and members of other protected classes encouraged to apply.