

## **JOB ANNOUNCEMENT**

### **Tenant Organizing, Supervisor**

Catholic Migration Services (“CMS”) provides high quality free legal services, tenant organizing, community education, and advocacy for low-income immigrants residing in Brooklyn and Queens, regardless of race, religion, ethnicity, national origin, or immigration status. CMS is committed to “welcoming the stranger in our midst” by serving and working alongside underserved immigrant communities to advance equality and social justice. CMS’ three program areas are tenant advocacy, employment and immigration. CMS is an affiliated agency of Catholic Charities Brooklyn and Queens.

The Housing team, comprised of legal and organizing staff, provides legal advice, representation, and community education to hundreds of tenants each year, primarily in Queens, on a variety of housing related issues. The tenant organizing program's mission is to build tenant power in buildings where tenants are at risk of displacement and harassment by landlords, through organizing tenants’ associations, educational outreach, and ensuring that tenants’ voices are heard by local and state elected officials and agencies.

The Supervisor for the Organizing team will oversee and advance the work of the team’s four tenant organizers, develop goals for the team and individual team members, ensure the team meets its contract deliverables, and oversee and engage in the day to day work of organizing tenants, including participating in coalition work, conducting community outreach, and supporting tenant associations. The Supervisor will work closely with the Managing Attorney of the Housing Team and the Deputy Director to ensure that the team’s work is high quality and meets contractual obligations to CMS’ funders. CMS’ non-supervisory staff are represented by UAW Local 2325 – the Association of Legal Aid Attorneys.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- In collaboration with the tenant organizers and CMS management, develop goals for the team;
- With CMS management, ensure the team meets its goals and contract deliverables;
- Provide supervision and mentorship to the tenant organizers;
- Participate in tenant organizing activities, by coordinating monthly community meetings for tenants, conducting outreach, developing community leaders, participating in various housing justice coalitions, and providing support to Tenant Associations; and
- Work collaboratively with members of the legal team to assist tenants with their legal problems.

**QUALIFICATIONS:**

- Minimum of 5 years of experience in community organizing, base-building, and working within coalitions to advance social justice campaign goals;
- Experience with issues affecting New York City low income and income communities,
- Experience working on housing justice issues, such as affordable housing, landlord harassment, and habitability issues, is preferred but not required;
- Experience providing supervision and/ or mentorship;
- Excellent interpersonal and problem-solving skills;
- Fluency in Spanish is strongly preferred;
- Familiarity with Microsoft Word and Excel and ability to learn other software programs;
- Willingness to work some evenings and weekends;
- Ability to travel throughout New York City and Albany; and
- Experience working with individuals from diverse backgrounds and communities.

**DIVERSITY AND NON-DISCRIMINATION POLICY:**

Catholic Migration Services values workplace diversity and welcomes applicants and employees of all backgrounds. CMS strives to create a positive, supportive, and inclusive work environment for all staff. CMS makes all employment decisions without regard to any applicant's or employee's protected characteristics, including their race, religion, color, national origin, immigration status, age, disability, sexual orientation, gender identity, arrest conviction record, or marital status.

**SALARY AND BENEFITS:**

The salary range for a supervising organizer with five to eight years of experience is \$75,389.76 to \$79,749.08. CMS offers a very competitive benefits package that includes medical, dental and vision insurance coverage, transit benefits, Flexible Spending Account (FSA) and a 403(b) retirement plan including employer contribution. We offer generous leave policies, including four weeks paid vacation, four paid personal days, fourteen paid holidays and the week off between Christmas and New Year's Days, inclusive.

**APPLICATION INSTRUCTIONS:**

Applications will be accepted immediately and will be considered on a rolling basis. Interested applicants should send a cover letter, resume, and a list of three professional references to: Alice Davis, Deputy Director at [adavis@catholicmigration.org](mailto:adavis@catholicmigration.org). Please include "Supervising Community Organizer" in the subject line.