

ARC is hiring! Fight for tenants' rights in the City of Alameda!

Lead Tenant Organizer

Hours per week: 20

Compensation and Status: \$22.00/hour; Independent Contractor

Tentative Time Frame: January-March 2017

About the Position

The Lead Tenant Organizer will represent ARC in neighborhoods throughout Alameda and engage tenants in the organization of building-based committees. A tenant committee is a group of tenants in a building who meet regularly to discuss common issues, educate each other on tenants' rights, and, if necessary and desired, advocate for better living conditions. Each committee will receive guidance and training from ARC. Tenant committees are a key part of ARC's overall vision for an organized constituency that can educate, expand, and mobilize itself for local and regional work.

The Lead Tenant Organizer will collaborate with the Tenant Organizer on all tasks and projects and will report to ARC's Steering Committee.

The Lead Tenant Organizer will be responsible for:

Tenant Outreach & Organizing (65%)

Grant Goals: (1) Help tenants across Alameda form 20 tenant committees in their buildings; and (2) hold one-on-one and small-group meetings each month with tenants to provide opportunities for tenants to develop their leadership in ARC

- Identify targeted buildings for outreach where ARC already has a presence or desires to build capacity
- Produce and utilize flyers for outreach
- Engage one-on-one and in small-group settings with tenants across the city
- Complete door-to-door outreach in apartment buildings throughout Alameda
- Guide tenant-leaders during the process of forming tenant committees
- Provide resources to tenants regarding their rights under Ordinance 3148
- Document outreach and interactions with tenants, as well as the ongoing development of particular tenant committees

Faith-based Coalition Work (30%)

Grant Goal: Work with ARC's faith allies to host five informational forums about renters' rights, affordable housing, and equitable development

- Affirm ARC's relationships with their faith-based allies across the city
- Work with faith leaders at congregations in the city to host at least five forums for public input and discussion of affordable housing and equitable development in Alameda

Administrative & Organizational Tasks (5%)

- Provide bi-weekly reports to ARC's Steering Committee on tenant outreach and committee development
- Write a final report to The San Francisco Foundation regarding grant outcomes (due on November 30, 2017)
- Assist the Steering Committee with tasks and projects as needed, including prep for general meetings, public actions, and press conferences

While ARC will consider a wide variety of candidates, we believe the following characteristics are essential:

- The ability to talk with a wide variety of people from diverse backgrounds
- A commitment to grassroots organizing and tenant empowerment
- The desire to take initiative and be responsible for one's own work time
- The desire to work independently while being accountable to ARC's Steering Committee
- The ability to educate and coach others on scheduling and facilitating meetings and engaging one-on-one with their neighbors about ARC's vision
- The ability to provide effective tenant resources and referrals as needed

ARC is especially interested in candidates who can demonstrate the following experience and skills:

- Community-based outreach, including door-to-door canvassing, leafleting, tabling at events
- Event planning and execution
- Leadership development of others
- Proficiency in a second language, especially Cantonese and/or Mandarin, Spanish, or Tagalog

To apply for this position, please email your resume and cover letter to alamedarenterscoalition@gmail.com. Please indicate "Lead Tenant Organizer" in the email subject line. The deadline for submission is December 14, 2016.