



Flatbush Tenant Coalition

Building Tenant Power in Brooklyn and Beyond!

Bilingual Community Outreach & Engagement Coordinator Position Available

Description:

Flatbush Development Corporation (FDC) is a 40-year-old community development corporation dedicated to meeting the needs of the Flatbush community through economic development, housing advocacy, and youth programming.

Flatbush Tenant Coalition, a program of FDC, is a member-led group of 49 (and growing) tenant associations building tenant power in central and south Brooklyn. We develop skilled and informed tenant leaders to challenge the oppressive systems that disenfranchise low-to-moderate income tenants. Our tenant leaders work together to plan and implement strategies to obtain much-needed repairs in their buildings, stop harassment and displacement, strengthen tenants' rights in NYC and across the state, and make sure that tenants have a strong voice in decisions and plans that affect them and their homes.

We are hiring a part-time, temporary **Bilingual Community Outreach & Engagement Coordinator** to join our team and support the work of the Flatbush Tenant Coalition, including our community organizers and tenant leaders. The **BCOE Coordinator** will:

- **Support our Campaigns for Respect & Repairs:** Through our Campaigns for Respect & Repairs, our tenant leaders fight to stop harassment & displacement in their buildings. The COE Coordinator supports this process by working with our tenant leaders and staff to:
 - Educate tenants in member buildings about our Campaigns for Respect & Repairs through door to door outreach and at group tenant meetings
 - Recruit tenants in our member buildings to join our campaigns and become members of the Coalition
 - Increase turnout and mobilization for actions and events through flyer distribution, door to door outreach, and phone banking
- **Spread the word about tenant rights & our work**
 - Identify and connect the Coalition with community centers, churches, cultural and other community institutions in our neighborhood
 - Develop and conduct presentations to community centers, churches, and other institutions about tenant rights and our work

- Update/create a media database and connect with local media to increase coverage of tenant rights issues, and raise awareness of tenant rights and our campaigns
- Represent the Coalition at tenant resource forums, town halls, and other public events

The Bilingual Community Outreach & Engagement Coordinator will work 20-25 hours per week through September. The position requires flexibility in work hours, including work during the day, weekday evenings (to 9 pm); Saturday mornings, and/or Sunday mornings or evenings.

Qualifications required for this position:

- Fluently bilingual in English and: Spanish or Haitian Creole
- A strong, demonstrated commitment to social justice and the Coalition's mission, vision, and community organizing approach
- At least one year of community outreach experience, preferably relating to NYC housing or tenant issues
- Strong written and oral communication skills, and basic math skills
- Facility with email, Google docs, Excel, Word, Facebook, Twitter, and other computer programs and functions
- Strong working knowledge of issues and systems affecting low-income, immigrant, LGBTQ, and communities of color, and relevant experience effectively working with these communities
- An ability to relate to a wide range of people, including low-income families, elected officials, legal services providers, and other community-based and advocacy organizations

To apply:

Please send a cover letter and resume, in PDF only, to Aga Trojniak at ftcoalition@gmail.com with subject heading: COE Coordinator

Please include your wage expectations in your cover letter – this is a part-time, temporary position with an hourly wage. Hourly rate depends on experience.