



Housing Specialist

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 full-time **Housing Specialist** to join our team and support the work of the Flatbush Tenant Coalition, including our community organizers and tenant leaders. The Housing Specialist 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 Housing Specialist supports this process by:
 - conducting intakes and applications at member buildings and in the office;
 - documenting repair issues and their resolution;
 - working with organizers & tenant leaders to document other harassment, such as overcharges (and their resolution)
 - training tenant leaders to conduct intakes and applications, do research, etc.
 - assisting with follow-up appointments and turn-out calls
 - helping individual tenants with SCRIE & DRIE applications, and other housing resources
 - helping individual tenants to access resources by making and following-up on referrals for income support, immigration, domestic violence, and legal and other services
 - ensuring meaningful integration of our individual and collective work, including by attending general Coalition meetings & tenant association meetings, and otherwise staying up to date with our campaigns

- **Help us build our base & spread the word about tenant rights**
 - Represent the Flatbush Tenant Coalition and FDC at tenant resource forums, town halls, and other public events
- **Create systems and processes to make our work more effective, efficient, and impactful**
 - Create and/or update procedures, processes, and forms for our work with tenant associations and individual tenants (e.g. intake process and folders, filing system, referral system, etc.)
 - Identify and create networks with social service providers and other resources for our tenant associations and individual tenants
- **Track & report our work, progress, and victories:**
 - Improve and use our database and other systems to keep track of our individual work with tenants, including tracking demographics, determining and obtaining required documentation; and maintaining online and hard-copy progress notes
 - Work closely with contracting organizations and agencies to ensure we are meeting documentation requirements and staying on track with our deliverables

The Housing Specialist will work 35-40 hours per week. Weekly work hours include a combination of three evening shifts (1 to 9 p.m.); one or two day shifts (10 a.m. to 6 p.m.); and/or Saturday morning shifts (9 a.m. to 2 pm; two Saturdays a month).

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 two years of case management experience
- At least one year of experience working on NYC housing or tenant issues
- Strong written and oral communication skills, and basic math skills
- Facility with email, 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: Housing Specialist FTC

This is a full-time, salaried position with good medical benefits. Salary depends on experience.