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Full Time Community Organizer

HCC's Background

Founded in 1972, Housing Conservation Coordinators, Inc. (HCC) is an over 50-year-old community-based, not-for-profit organization located in Hell's Kitchen/Clinton on Manhattan's West Side. HCC's programs promote social and economic justice and fight for the rights of poor, low-income, and working individuals and families. Through our services, we seek to promote a vibrant and diverse community with the power to shape its own future. Today we offer a wide range of legal, advocacy, weatherization, and community organizing services to tenants throughout Manhattan.

Job Description and Responsibilities

Guided by the Organizing Director and in coordination with other organizers, the Community Organizer will work to strengthen the tenant base through facilitating the West Side Neighborhood Alliance, an independent, member-run organization sponsored by HCC that builds and exercises tenant power on the West Side.

Duties will include but are not limited to:

- **Building a Strong Base of Members through:**
 - **Conducting outreach** to educate neighborhood residents and groups about zoning processes, community development plans, gentrification and anti-displacement strategies
 - **Conducting base-building activities** to support coalitions, including outreach to build the membership base of coalitions such as the West Side Neighborhood Alliance (WSNA), tracking membership status and dues through the database, identifying potential members and places to find members, ensuring consistent turnout for all WSNA meetings via email blasts, mailings and phone-banking, working with the Director of Organizing to set membership goals and executing plan to meet the goals
 - **Conducting leadership development and trainings**, including identifying potential leaders, building relationships through one-on-one meetings, identifying leadership needs and developing, planning and facilitating trainings
- **Actively Participate in and Develop our Organizational Capacity**
 - **Facilitating special events**, such as workshops, rallies and other public events and participating as appropriate in citywide or other coalition efforts around issues of interest to the community
 - **Takes a lead role in organizing and executing** the Annual West Side Tenants Conference by coordinating with all staff, neighborhood organizations and elected officials in staffing all necessary workshops and panels. Coordinate all logistics including where the conference will take place, breakfast and lunch for the day and

A TAX-EXEMPT NOT-FOR-PROFIT COMMUNITY GROUP

all necessary materials and ensure that necessary outreach is done within the community to publicize the event

- **Works collaboratively with HCC Tenant Organizer(s)** to identify projects that advance HCC's mission and to organize target buildings and provide management and/or technical assistance in existing tenants associations as needed.
- **Building relationships** with other neighborhood stakeholders, including elected officials, Community Board members and leaders and members of neighborhood and block associations

Salary and Benefits

The Community Organizer will earn a minimum of \$52,737 (entry level with no experience) and a maximum of \$85,639 depending on relevant experience. HCC organizers are members of National Organization of Legal Services Workers (NOLSW), UAW Local 2320; salary and benefits are pursuant to the Collective Bargaining Agreement.

HCC offers competitive benefits, including but not limited to:

- Ability to work remotely up to two days per week.
- Comprehensive health, dental, and vision insurance with no employee contribution.
- 24 days of annual leave, increasing to 28 days after the second year of employment, plus one floating holiday.
- 14 paid holidays.
- After six months of employment, 5% employer contribution to 403(b) retirement plan.

Qualifications

- 2 - 3 years of experience in community organizing and base-building or working in coalition on a campaign preferred
- Strong knowledge of NYC housing regulations and city and state agencies preferred
- A demonstrated commitment to social justice for underserved communities
- Excellent interpersonal and problem-solving skills
- Strong writing, data management, administrative and computer skills required
- Bi-lingual in English and Spanish preferred
- Applicants must be authorized to work in the U.S. We are unable to sponsor an employment visa.

Application Instructions

Email cover letter with resume in a single .pdf labeled: [Last Name, First Name – Community Organizer Application] to: organizingjobs@hcc-nyc.org by April 25, 2024. Please insert "HCC Community Organizer 2024" in the subject heading field of the email. Applications will be reviewed, and interviews scheduled on a rolling basis.

HCC is an Equal Opportunity Employer. People of color, transgender and gender non-conforming people, survivors of violence, people with disabilities and individuals of diverse backgrounds are encouraged to apply. HCC does not discriminate based on race, color, creed, religion, gender, age, sexual orientation, gender identity and expression, height, weight, national origin, disability, or citizen, marital, veteran, or HIV status.