

# Congress dba Los Angeles Community Action Network

## Job Description

**Job Title:** Housing Policy Organizer

**Report to:** Director of Organizing and Executive Director

### **SUMMARY OF POSITION**

The Housing Policy Organizer will be responsible for maintaining and growing LA CAN's housed and unhoused membership base in Los Angeles with a specific focus on South Los Angeles and Downtown LA. In partnership with the Director of Organizing and Executive Director, the Housing Policy Organizer will ensure the creation and implementation of campaigns that advance LA CAN's housing and homelessness policy agenda. The organizer will also track and analyze local, county, state, and federal policy as they relate to our constituency and campaigns. Additionally, the Housing Policy Organizer will support LA CAN public housing tenant organizing and coalition work.

### **PRIMARY RESPONSIBILITIES**

Responsibilities include, but are not limited to:

1. Conducting community outreach to housed and unhoused people, including street outreach, door-to-door canvassing, leafleting, and speaking at outreach and house meetings
2. Organizing initial building meetings and ongoing tenant committee meetings as needed
3. Supporting LA CAN public housing tenant committees
4. Creating and reviewing policy documents
5. Monitoring and analyzing city, county, state, and federal housing and homelessness policy
6. Preparing meeting notices, agendas, educational materials, and Community Connection articles
7. Developing tenant leadership across diverse groups of tenants and providing training in organizing skills, facilitation, tenants' rights, and housing policies
8. Developing organizing strategies and tactics to achieve tenant goals through collective action
9. Assisting walk-in community members with tenants' rights problems and issues
10. Staffing LA CAN's weekly legal clinic
11. Representing the organization as needed in community meetings, public meetings, and with partner organizations
12. Other duties as assigned

### **REQUIRED QUALIFICATIONS**

- Minimum of 2-years' experience in campaign leadership and housing justice, tenant, community, and/or political organizing
- Proficient at basic computer skills, including email, using the internet, creating formal documents in Microsoft Word, and creating formulas in Microsoft Excel
- Excellent verbal and written communication skills
- Excellent organizational skills - good attention to detail and well organized
- Self-motivated - proven ability to work independently and overcome obstacles
- Ability to work well with diverse groups and populations, including a deep understanding of issues facing communities of color and low-to- moderate-income families
- Ability to conduct analysis of local, state, and federal policy
- Excellent understanding of current rules and regulations of land lord tenant law

### **PREFERRED QUALIFICATIONS**

- Experience building and working with broad-based issue coalitions, including involving base members in coalition decision making and campaign activities
- Bilingual - Spanish/English, and/or experience working in multi-lingual environments.
- Experience working with community or labor member leaders on campaigns.

### **HOW TO APPLY**

Please send a cover letter and resume to [steved@cangress.org](mailto:steved@cangress.org).