



Cleveland
Tenants
Organization



5700 Broadway Avenue, Cleveland Ohio 44127, Phone 216-432-0617

Cleveland Tenants Organization is a 501c3 that aims to preserve and expand the supply of safe, decent, fair, affordable, and accessible rental housing in greater Cleveland. We do this by preventing homelessness, resolving disputes between landlords and tenants, advocating for the needs of low & moderate-income tenants, informing citizens of their rights and duties in rental housing, empowering tenants individually and collectively to represent themselves and their interests, representing tenants and the interest of tenants in the preservation and promotion of rental housing rights, combating discrimination in housing based on race, religion, color, gender, handicap, familial status, military status, social/economic class, and sexual orientation. We serve all of Cuyahoga County, Ohio.

Community Outreach Specialist

POSITION DESCRIPTION

Reports to: Executive Director

SUMMARY OF POSITION DESCRIPTION:

The Community Outreach Specialist is responsible for representing the organization in community settings for the purpose of educating tenants and landlords on the Ohio Landlord Tenant Law, organizing rent deposits when necessary, cultivating tenant leadership to lead sustainable tenant groups, empowering tenants to exercise their rights, and brokering mediations between tenant groups and management when applicable.

Principal Responsibilities:

Duties include, but are not limited to, the following:

- Regularly speaking in public to groups of all sizes, including tenant groups, landlord groups, stakeholder groups, funders, board members, government officials, etc.
- Communicating and coordinating regularly with CTO staff as well as other key community entities to identify problem multi-family properties
- Communicating and coordinating regularly with diverse populations throughout Cuyahoga County, including senior populations, refugees, and minority populations
- Working with tenants to set up tenant groups including cultivating leadership, coordinating tenant council elections, formulating strategy with tenant groups to rectify issues pertinent to the Ohio Landlord Tenant Law, and ensuring transparent communication with management
- Supervising an AmeriCorps VISTA intern that will work side by side in the outreach arm of CTO
- Creating and maintaining a database of contacts that can be used for multiple purposes throughout the organization
- Attend trainings and conferences to ensure that CTO is visible and maintains quality relationships with stakeholders and the city, county, state, and national level.
- Formulates strategy around creating and preserving affordable housing units throughout Cuyahoga County
- Maintain monthly reporting deadlines
- Active participation in the planning and execution of CTO events including annual meetings, fundraisers, or other organizational activities

Position Requirements:

- Bachelor's Degree in urban studies, communication studies, or related field
- Proficiency in Microsoft Word, Excel, and PowerPoint
- Strong interpersonal and writing skills; highly organized with attention to detail; demonstrated capacity to handle multiple projects and meet deadlines
- High comfort level in dealing with diverse populations
- High comfort level in public speaking and issuing calls to action
- Passion for social justice, housing, and community development
- Ability to work a flexible schedule including occasional weekend and evening hours
- Access to a car

Preferred Qualifications:

- Bilingual in Spanish
- Certified in mediation
- Three or more years of relevant work experience
- Knowledge of HUD programs including the Low Income Housing Tax Credit and the Housing Choice Voucher Program

Equal Opportunity:

Cleveland Tenants Organization is an equal opportunity employer

Compensation:

- Annual salary of \$30,000-\$32,000/annually depending on qualifications
- 5 days of sick leave in the first year of service
- 3 weeks of vacation per year after six months of service
- 11 paid holiday days per year (including New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Christmas Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, and the day after Thanksgiving.)
- Employer contribution to health insurance, full dental benefits offered.

Email a Cover Letter and Résumé to:

gkatz@clevelandtenants.org by 5:00pm, Friday, April 14, 2017

Submissions without a cover letter AND résumé will not be considered.

No Phone Calls Please

Clevelandtenants.org |  @CLEtenantsorg |  ClevelandTenantsOrg