

Community Assisted Tenant Controlled Housing Inc, is seeking a *Tenant Outreach Coordinator*. The job focuses on connecting tenants with housing resources, organizing communities, and helping residents understand the goal of preserving affordable housing.

#### Coordinator's Role and Responsibilities

##### Tenant outreach & engagement

- Visit buildings or neighborhoods to meet tenants
- Distribute flyers, run information sessions, and attend community events
- Organize tenant meetings or workshops on Tenant Associations, Board of Directors through the Mutual Housing Association Concepts and philosophy

##### Housing support & education

- Help tenants understand the importance of rent payment, repairs, or eviction and the benefits or detriment to affordable housing.
- Connect residents to legal services, rental assistance, or city programs
- Explain benefits such as rent freeze or housing subsidies

##### Community organizing

- Build tenant associations and recruit volunteers
- Coordinate outreach campaigns in buildings and in the community with Community Boards, Police Department, Local Political and community organization
- Gather feedback from residents about housing problems

##### Data & reporting

- Track outreach activities and community needs
- Maintain records of meetings, cases, or tenant complaints internally and with the property management company

##### Requirements

- Bachelor's degree or equivalent community work experience
- Experience in community organizing, housing, social services, or nonprofit outreach
- Strong communication and interpersonal skills