



Housing Organizer  
Job Description  
Full-time Non-Exempt

**Organizational Background:** Founded in 1995, East LA Community Corporation's (ELACC's) mission is to advocate for economic and social justice in Boyle Heights and Unincorporated East Los Angeles by building affordable housing, grassroots leadership, self-sufficiency and access to economic development opportunities for low and moderate-income families.

**Housing Organizer:**

We are looking for team member that thrives in a dynamic environment and is ready to lead the implementation of a robust community engagement model for community affordable housing developments. Our Housing Organizer will excel with critical thinking skills, having the ability to solve problems before they become obstacles, and a talent in establishing relationships with community residents and colleagues. You will be a connector between work areas of the organization to refine and implement ELACC's community-driven development process. The Housing Organizer leads and manages the community engagement for ELACC's developments; you will refine and expand the tools and the plan for a community engagement process, support in uplifting our housing work and connect multiple programs within the organization by engaging in housing policy work.

The Housing Organizer is an ELACC team member that leads their core project and fulfills their responsibilities to the entire team by actively fundraising, supporting organization wide projects, participating in all staff planning sessions, and being part of achieving the organization mission and vision. This is a unique position requiring knowledge in community organizing and affordable housing development. During the first year of joining the team, the Housing Organizer will report to the Director of Community Organizing for the first half of the year and to the Director of Real Estate the second half of the year.

**Main duties:**

- Work with ELACC's real estate development team to sync development timelines with community engagement, prioritize projects requiring more community engagement.
- Plan, lead, develop and coordinate outreach strategies for ELACC's housing developments.
- Coordinate the implementation of outreach plans with community organizing and real estate development teams.
- Leadership Development: Intentionally connect community residents engaged through housing development outreach with ELACC's leadership academy and connect those members into housing movements both locally and nationally.
- Conduct one-on-one meetings, personal visits, and employ leadership development-based organizing.
- Create capacity for project managers to lead community engagement spaces.
- Gain a better understanding of real estate development project management.
- Find opportunities to engage ELACC memberships in different phases of engagement, when possible, and train and guide members to build their organizing and leadership skillsets.
- Data input.
- Develop logistical plans, agendas, and community engagement plans.

- Connect community members to ELACC's wide array of programs such as financial capacity, arts & culture, and community events.
- Develop tools to engage youth throughout our Equitable Community Engagement process
- Manage team paid and unpaid team for outreach.

**Required experience and skills:**

- Proven experience as community organizer, 3+ years or more preferred.
- Experience in developing and implementing outreach and recruitment drives.
- Knowledge of affordable housing development preferred.
- Proficient in MS Office, relational databases and software.
- Outstanding communication and public speaking skills.
- Excellent organizational and leadership skills.
- Aptitude in problem-solving.
- BSc/BA in community development and planning an asset.
- At least 3 years experience in non-profit organizations.
- Experience in facilitation, conflict negotiation, teambuilding and group dynamics.
- Bilingual English-Spanish: ability to speak, read and write in Spanish and work with monolingual Spanish clients.
- Work well in a team-oriented environment and ability to work independently, managing multiple priorities.
- Must be flexible and able to work in a versatile environment, available to work weekends and evenings.
- Knowledge of Boyle Heights and East LA and/or have worked with similar demographics.
- Knowledge of Los Angeles political, social, and economic landscape.
- Commitment to developing leaders and our mission.

**Applications due by August 10<sup>th</sup>, 2018.** To apply Email cover letter and resume to [kpolicino@elacc.org](mailto:kpolicino@elacc.org)  
[www.elacc.org](http://www.elacc.org)

Position open until filled.

Compensation: Annual salary to be negotiated depending on qualifications and experience. This is a full-time non-exempt position with an hourly wage, good benefits package including health, dental, life and disability insurance, and retirement account. ELACC is an Equal Opportunity Employer.