Position Description

POSITION TITLE: Tenant Organizer

PAY RANGE/GRADE: Commensurate with experience /Grade 5

ESSENTIAL FUNCTIONS: The Organizer identifies and develops relationships with resident and community leaders, staffs resident and community activities, site meetings, resident committees and other efforts to increase engagement and organization of tenants and community members at the sites, on committees, and around community issues. The Organizer reports to and works closely with the Community Engagement and Organizing Director. In all instances the Organizer must perform in accordance with and be committed to the Bickerdike mission, and must project a genuinely positive attitude.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable persons with disabilities. While performing the duties of this job, the employee is regularly required to talk, hear, sit, use hands, reach with hands and arms, stand, walk, climb and lift or move up to 35 pounds.

RESPONSIBILITIES:

1. Identify and recruit potential tenant and community volunteers and leaders (adults and youth) to engage in resident and community efforts.
2. Work with resident and community leaders to build relationships, grow participation, and engage in trainings, civic responsibility and mobilization to increase skills and effectiveness on issues and committee work, positively impact personal growth, and affect social change.
3. Implement leadership development strategies with identified residents and community members to identify priority issues, increase involvement, and take ownership in issues and activities relevant to BRC work in coordination with the Community Engagement and Organizing Director.
4. Maintain regular communication with tenants at identified sites to provide information and gather information, engage in issues, and develop relationships with tenants (e.g. regularly canvass sites, phone calls, one-on-one meetings, mailings, and more).
5. Maintain regular communication with community stakeholders to provide and gather information, engage in issues, and develop relationships throughout the community.
6. Staff and provide support to tenant committees and their efforts building resident involvement and developing leaders (e.g. Residents Council, Garden Committee, and others). Work closely with committee members to identify issues, plan, strategize, budget, set goals and achieve results on an ongoing basis.
7. Staff and provide support to community committees and their efforts building community involvement and developing leaders (e.g. Humboldt Park New Communities Task Force, Youth and Safety Committee, etc.).
8. Plan, coordinate and carry out all components of resident events in conjunction with resident leaders and committees to include but not limited to: utilizing teamwork, building Bickerdike's active tenant base, setting goals, developing work plans and budgets, etc. (e.g. Holiday Dinner, Family Day, etc.).
9. Plan, coordinate and carry out the organizing and facilitation of tenant building and site meetings as appropriate to problem-solve, educate residents, and strategize around identified issues.
10. Educate and reinforce utilization of proper policies and procedures for residents to work with property management to remedy problems with physical units or situations; facilitate communication and
problem-solving strategies when necessary.

11. Work closely with residents and to educate and implement identified goals around specific developments as appropriate.

12. Facilitate, coordinate as appropriate, and ensure tenant participation in relevant community issues, projects and events in coordination with the Community Engagement and Organizing Director (e.g. public safety efforts, affordable housing campaign work, civic engagement, CAPS meetings, block clubs, etc.).

13. Monitor budgets and expense tracking relevant to tenant organizing committee work, events and activities, to ensure that spending is kept within budget.

14. Attract additional resources and opportunities to organizing efforts as appropriate (e.g., in-kind and financial donations, fundraising in conjunction with committee events).

15. Build Bickerdike’s member base by recruiting new individuals and organizations, renewing memberships, to further build the organization.

16. Act as a liaison with and provide accurate information about Bickerdike's mission and work to tenants, community organizations and the community at large.

17. Maintain a record keeping system and documentation of relevant tenant and community activities, leader involvement, and budgets as necessary.

18. Perform other relevant tasks as assigned.

**QUALIFICATIONS:** Minimum of 2 years relationship building and organizing for social change or comparable work experience. High school diploma or equivalent required. Must have good listening, organizational, communication, writing, public speaking and interpersonal skills. Must be proficient in Microsoft Office: Outlook, Word, Publisher, and Excel. Must also be flexible and able to work in a team effectively with persons of various ethnic and economic backgrounds and be willing to work flexible hours (evenings and weekends). Work environment will include being outside every season of the year, climbing stairs, and knocking on doors. Bilingual English/Spanish preferred. Must have access to a car on a daily basis, valid driver’s license and proof of insurance for fieldwork. West Town, Humboldt Park, Logan Square, Hermosa and Avondale residents preferred.

**REPORTING RELATIONS:** Under the direct supervision of the Community Engagement and Organizing Director. In the absence of this supervisor, shall report to the Chief Operating Officer.

**POSITION CLASSIFICATION:** Exempt

Bickerdike is an Equal Opportunity Employer
Drug Free Workplace