

JOB ANNOUNCEMENT

COMMUNITY OUTREACH AND INTAKE SPECIALIST, GROUP REPRESENTATION UNIT OF THE PRESERVATION OF AFFORDABLE HOUSING PROGRAM

Brooklyn Legal Services Corporation A (Brooklyn A) seeks a Community Outreach and Intake Specialist to work in its Preserving Affordable Housing Program. The position is immediately available.

Since 1968, Brooklyn A has provided free legal services for low income residents and organizations of Brooklyn, pursuing a neighborhood based mission of justice, empowerment and community development.

The Community Outreach and Intake Specialist will join Brooklyn A's Group Representation Unit of its Preserving Affordable Housing team. The Group Representation Unit works in collaboration with an extraordinary coalition of neighborhood organizations throughout North, East, and Central Brooklyn to preserve and expand affordable housing for lower income residents in neighborhoods facing rapid gentrification and tenant displacement. The Community Outreach and Intake Specialist will work closely with attorneys to represent low-income tenant associations up against harassing owners; individuals and families facing eviction; community institutions facing closures or adverse actions due to extraordinary market pressures; low-income tenants in fair housing litigation; as well as community groups involved in struggles against pervasive housing discrimination, neighborhood segregation, and other issues critically affecting the future of their communities.

Responsibilities include:

- Leading regular meetings with tenants/tenant associations and attorneys to identify and prioritize apartment and building issues (e.g. repairs, unresponsive management or landlords, shoddy maintenance, breach of rent-stabilization regulations)
- Door-to-door home outreach to engage and inform tenants about their housing rights and resources available to help protect them

- Working with attorneys to coordinate tenants' housing court cases, including facilitating communication with tenants about case updates and issues.
- Create and facilitate regular workshops specific to housing rights, responsibilities, laws and processes
- Engaging community coalitions, advocates, and public officials in dialogue about pervasive displacement pressures/concerns and tenant harassment practices affecting low-income tenants in Brooklyn,
- Conducting know-your-rights tenant workshops, community presentations, and educational seminars to residents, community organizations, grassroots coalitions, faith-based organizations, affordable housing advocates, public agencies, and other local stakeholders.
- Publishing and distributing widely a broad array of informational materials that help inform tenants of their rights and protections under city, state, and federal housing laws as well as local community resources available to assist them with housing issues and securing government assistance.
- Implementing a dedicated intake system for receiving and accurately tracking allegations of tenant harassment and displacement practices by landlords in buildings throughout the neighborhoods served.
- Other miscellaneous duties, including data tracking and participating in community meetings.

Applicants must have the following qualifications:

- B.A., B.S. or Associate Degree
- Spanish fluency (spoken and written) required
- Demonstrated ability to effectively communicate with individuals from diverse backgrounds, particularly in working with people in crisis, and with local community organizations in a dynamic and fast-paced environment.
- Skilled in facilitating meetings and leading workshops
- Committed to leadership development, community building, and community outreach as strategies for social change.
- Organized and attentive to detail, and computer proficient in order to track data and/or records as needed
- Ability to work flexible hours (including evenings) and attend community meetings, as needed
- Ability to work independently with strong motivation, and to be flexible
- Excellent interpersonal, public speaking, and organization skills

Brooklyn A is an equal opportunity employer. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, religion/creed,

color, national origin, sex, age, disability, sexual orientation, military status, predisposing genetic characteristics, victim of domestic violence status or marital status. Salary will be commensurate with experience; excellent health and other benefits will be provided.

To apply, forward a cover letter with your resume to:

Human Resources Department

Brooklyn Legal Services Corporation A

E-mail: BKAjobs@bka.org

Put 'Community Outreach and Intake Specialist' in the subject line