

Job Title

Tenant Rights Coordinator

Reports to

Community Empowerment Organizer

Position and Function

In early 2018, DSCC's Community Empowerment Committee (CEC), comprised of mostly low-income renters, Black women, and youth, began meeting to discuss housing condition grievances and brainstorming ways to resolve individual cases and enact system-level change. Residents launched Homes for All (HFA) St. Louis as a coalition that has been gaining momentum to support tenant organizing in St. Louis and to win new tenant protections DSCC has been supportive of these efforts for both local and citywide change. Tenant outreach and education is the core of our localized work in the neighborhood. We are developing our tenant rights activities in alignment with growing momentum and interest for organizing around these issues. We seek to educate residents so that they are aware of their rights and can become advocates to protect their own rights and develop leadership to strengthen rights for tenants across our neighborhoods, city and region. We believe in safe, healthy, and affordable housing for everyone.

Job Summary:

DSCC seeks a Tenant Rights Coordinator who has a deep understanding of the needs of residents who have been affected by the impacts of housing insecurity. As the main coordinator of tenant outreach and education in our neighborhoods, this coordinator will serve as a direct contact to impacted tenants. The position involves training in state and local tenant law, conducting tenant rights workshops, and connecting with individual tenants and community groups throughout the DSCC service area. **This is a part-time position averaging 20 hours a week.**

Key Responsibilities

Workshop Coordination

- Work with partner organizations to plan and implement monthly tenant rights workshops; help conduct and facilitate the workshops
- Continuously develop skills and knowledge about landlord- tenant law and tenant organizing in order to support tenants in learning about their rights under federal, state, and local laws and steps they can take to protect their rights
- find and reserve space for the workshops

- design, print, and distribute fliers
- share information via email and social media
- plan and participate in canvassing days to go door-to-door in neighborhoods to encourage turnout to workshops and other tenant rights related meetings hosted by DSCC and partner organizations
- plan and participate in phone banking to contact tenants
- supervise interns and/or stipended assistants and/or volunteers to support canvassing and outreach activities
- continue to track outcomes and follow up with tenants who receive training to determine medium and long term impacts
- work with Executive Director and Community Empowerment Organizer to develop tenant rights education and outreach program strategy

Stakeholder Engagement

- Cultivate connections with community based organizations and other social service based organizations to ensure DSCC service area renters are actively being served and supporter in participation, and broadly spreads awareness and understanding of tenant-landlord law
- Cultivate connections with citywide organizations and other social justice based organizations to ensure DSCC service area renters are actively being engaged in leadership and advocacy in tenant rights work in various other tenant rights organizing and advocacy campaigns/coalitions/activities

Mandatory Qualifications

The Tenant Rights Coordinator will be thoroughly committed to DSCC's mission and core values.

Must demonstrate proven skills related to the duties of this position. Qualifications include:

- Some knowledge of housing issues and/or landlord-tenant law.
- Demonstrated ability to work well with diverse groups of people and willingness to challenge oneself and others to undo racism, homophobia, xenophobia, ableism, and other forms of oppression.
- Strong written and verbal communications skills.
- Ability to manage tasks and prioritize.

- Ability to use basic technology and develop skills as needed.