

Job Posting

March 1st, 2019

POSITION

Tenant Relocation Specialist

EMPLOYMENT TYPE

Regular FT – 35 hours/week

ESSENTIAL DUTIES AND RESPONSIBILITIES

The RiseBoro Tenant Renovation Specialist will work with tenants in buildings going through significant capital improvements. This person will be a valuable member of RiseBoro's Housing Department, coordinating between housing development, property management, and our tenants as we undertake renovations on numerous residential buildings around Bushwick Brooklyn in the coming year. This person will help organize a Tenant Advisory Board for the projects, liaison with tenants and management to communicate regularly, liaison with contractors during the renovation period and facilitate tenant input into the projects.

- Meet with tenant groups and individuals
- Conduct home visits and inspections
- Provide access to buildings for city agencies and third-party contractors as needed
- Organize the Tenant Advisory Board
- Obtain tenant input and facilitate meetings with contractors prior to renovations
- Negotiate with management regarding repairs and other tenant related issues, as necessary
- Conduct informational and educational meetings
- Coordinate with tenants and contractors during the renovation process to facilitate access for workers for tenant-in-place rehabilitation projects.
- Work with tenants and management to secure temporary relocation apartments when necessary.
- Participate in meetings and activities of the Tenant Advisory Board
- Maintain notes and files for tenant's organizing activities
- Participate in community meetings and events
- Attend staff meetings and case strategy meetings

COMPETENCIES

- Detail oriented and organized
- Ability to work creatively, efficiently and independently
- Ability to interact effectively with tenants and management
- Willingness to work on a flexible schedule and travel between multiple buildings daily

EDUCATION EXPERIENCE

- 1-2 years of comparable work experience
- Experience and/or commitment to working with low income populations
- Bi-lingual, Spanish strongly preferred

SUBMIT RESUME TO

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