



## Job Description: Housing Organizer

November , 2022

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JOB Announcement

### Position Overview

**Title:** Housing Organizer

**Reports to:** Organizer coordinator

**Classification:** Full-time, Exempt

**Annual Salary:** \$63,000- \$70,0000

**Benefits include:** Medical insurance, paid holidays, and paid vacation.

LUNA is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Latinos United for a New America (LUNA) is a grass-roots organization working to improve the quality of life of Latine immigrants in Silicon Valley by enabling leadership of those most affected by systemic issues. LUNA is seeking to hire a highly motivated and passionate individual to work full-time as a Housing Coordinator. The ideal candidate aligns with LUNA's vision to unify and work collaboratively with the community to build the power needed to make impactful and long-lasting changes in our communities.

This position requires a curious and people-oriented individual, who will need to conduct research and deep-dive into policies related to housing to help directly guide the community towards the change that is desired. Additionally, the Housing Coordinator will ensure the organization stays informed about upcoming and active housing-related policies, so we are able to properly organize and mobilize. The day-to-day responsibilities of the housing organizer will vary, but may include, but are not limited to: conducting 1:1 with community members, making phone calls, attending internal and external team meetings, managing and tracking campaign(s), etc.

### Duties and Responsibilities with approximate % of time

#### Housing justice advocacy (20%)

- Conduct research and form a deep understanding on various policies and issues related to housing, particularly community land trust (CLT), housing cooperatives, community opportunity to purchase act (COPA), etc.
- Lead efforts on all elements of organizing a tenant empowerment campaign, including but not limited to: planning, strategizing, implementation of plan and activities, and delegating tasks as needed.
- Manage and track campaign progress to ensure overall goals are met and to inform future organizing efforts.
- Organize and facilitate meetings with different stakeholders (i.e. the community, other organizations and organizers, the LUNA team, politicians)
- Develop organizing materials including informational powerpoints, scripts, flyers, etc.
- Help with the process of hiring, training, and supervising promotorxs/canvassers, if needed.
- Intentional participation in political actions and demonstrations, community meetings, community partners' campaigns and other campaigns organized by the organization.
- Coordinate and participate in ongoing coalition spaces including, but not limited to: COPA, Housing Preservation, Eviction Courtwatch

#### Chapter development (50%)



- Cultivate and maintain leadership on at least one of LUNA's neighborhood chapters
- Canvass neighborhoods to cultivate leadership of a specific community or neighborhood
- Provide support to neighborhood leaders in developing community goals and sustaining hyper-local projects
- Support hosting regular neighborhood meetings
- Develop materials needed for leadership development within a neighborhood
- Develop leadership for housing justice campaigns through 1:1s, house meetings, training etc.

### **Governing and administrative (30%)**

- Help in the development and implementation of LUNA's shared leadership structure
- Work collaboratively with team members on various governing decisions
- Participate, lead, or co-lead in working hubs for administrative task
- Tracking and reporting any campaign related activities

### **Job Requirements**

- Bilingual (English and Spanish)
- Minimum of two years or comparative experience working with community, labor, or environmental with success in developing and winning campaigns
- Strong work ethic, well organized, initiative-taking, energetic, quick on their feet and ability to improvise
- Ability to work long and irregular hours
- Commitment and passion for racial, gender, immigration, environmental and economic justice and their intersections both inside and outside organizations
- Driver's license, car insurance and reliable car
- Alignment with LUNA's vision of shared leadership and distributed power

### **Desired Skills/Experience**

- Strong writing skills in English and Spanish
- Ability to effectively plan, implement, and manage campaigns and volunteers
- Software - Proficiency in Microsoft Office (Word, Excel, Powerpoint), Google Workspace, Zoom, & Canva
- Familiarity with the neighborhoods in East Side San Jose or East Palo Alto

### **What LUNA values in our team members**

- A desire to change structural challenges for the Latine community in Silicon Valley
- Commitment and passion for racial, gender, immigration, environmental and economic justice and their intersections both inside and outside organizations.
- Empathy, respect, authenticity, and generosity
- Accountability and dependability



Position starts February 13th, 2023 apply by Jan 13th, 2022. To apply, please send your **cover letter** and **resumé** to the LUNA team at: [Admin@lunalatinosunidos.org](mailto:Admin@lunalatinosunidos.org)

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