

Bay Area Community Land Trust Seeks to Hire a Resident Community Organizer

“Incubate Co-ops! Stop Displacement & Gentrification! Preserve Housing for Low Income Folks! Promote Democratic, Grassroots, and Local Community Development!”

About the Bay Area Community Land Trust:

The Bay Area Community Land Trust (BACLT) is a member-based nonprofit organization whose mission is to create permanently affordable, resident controlled housing for low- and moderate-income people in the East Bay through community ownership of the land. BACLT aims to build community and enhance the quality of life for East Bay residents through resident training, policy advocacy, and the development of permanently affordable homeownership units. The organization works in partnership with residents, community groups, and local government to preserve multifamily housing by converting properties from rental units into resident-owned, limited-equity and zero-equity housing cooperatives. BACLT currently has four co-op projects and is working on several additional projects.

Summary of Position:

BACLT seeks a Resident Community Organizer to help build and maintain a strong, well-functioning, community-based organization. The Resident Community Organizer is hired by and reports to the Executive Director and Board of Directors. Working closely with the Director, the Resident Community Organizer is responsible for the overall coordination of our member services, outreach and education programs, as well as, new property coop development.

BACLT Resident Community Organizer: Job Responsibilities

Member, Resident & Community Organizing (50%):

- Develop, maintain and expand the BACLT Education Program
- Coordinate coop education for residents, members and external cooperatives
- Seek out new coop clients
- Reinvigorate education opportunities for new membership
- Support the monitoring and evaluation of the education program
- Coordinate meetings, orientation workshops and other outreach activities
- Maintain organizational member/contact database
- Manage and maintain relationships with BACLT leaseholders
- Organize new Coop communities (for more on this see next)

New Property Co-op Development (40%):

- Conduct outreach to property owners and tenants of prospective acquisitions
- Support the Director in the creation of new coops and other aspects of property development
- Utilize and develop the Small Sites Program -a City of Berkeley program to purchase smaller rental properties and convert them to resident controlled cooperatives.
- Perform resident income qualification and program eligibility assessments
- Support Director with project development activities as needed for ongoing projects

Community Relations (10%):

- Liaison to community based activities in support of affordable housing
- Attend public & community meetings
- Build and develop relationships with affordable housing organizations, tenant groups, and academic institutions.

- Implement an internship program drawing upon the institutions and relationships above.
- Manage volunteers in taking on administrative, fundraising, and other tasks related to BACLT.
- Work with ED in writing newsletters, updating web content, preparing for events, media relations etc.

Qualifications/Skills/Experience:

The ideal candidate will have experience working with people from diverse socio-economic and cultural backgrounds, will be passionate about the organization's mission, and experienced in community organizing. They will possess excellent skills in community organizing and project management, specifically:

- Minimum of 1 year experience with affordable housing or community development organization.
- Minimum of 1 year direct experience with community organizing and/or popular education around social justice issues.
- Leadership skills, including good public speaking skills
- Excellent written and oral communication skills
- Demonstrated ability to plan and manage a service-oriented program, including budget management.
- Ability to quickly establish credibility and build strong working relationships with diverse groups of people.
- Ability to maintain a high level of confidentiality.
- Results-driven and team-oriented work style.
- Well organized and detail oriented.
- Proficient user of Microsoft Office word and excel software. Mail Chimp and Donorbox a plus.
- Ability to update and manage content on Wix or wordpress
- Personal knowledge of land trusts and/or housing cooperatives.
- Local candidates given preference.

While not required, skills or experience in any of the following areas/activities are desirable:

- Bachelor's Degree;
- Working with low- and moderate-income households
- Public relations, marketing or preparing publications
- Ability to communicate in Spanish or other language used by low-income residents of the East Bay

Salary and Benefits

Salary: \$50,000 to \$60,000 a year FTE, depending on experience.

This position is currently funded at 0.5 FTE and is expected to increase to three-quarter time by the last quarter of 2019. Current salary is \$25,000 to \$30,000/year at 20 hours/week.

The BACLT offers vacation, sick-leave and health benefits.

Please send resume and cover letter to: info@bayareactl.org by June 2nd 2019.

Our goal is to fill this position by mid-June.

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