



Housing Justice Organizing Manager	
Department: Organizing	Reports To: Director of Organizing
Supervises: Tenant Advocate	Pay Grade (Check all that apply): <input checked="" type="checkbox"/> Exempt Salary <input type="checkbox"/> Hourly <input type="checkbox"/> Commission
Job Description Last Updated: 2/10/2020	

Main Purpose of Job

The purpose of the Housing Justice Organizing Manager is to run and win campaigns for housing justice that centers the lived experiences and leadership of community members in Erie and Niagara County, with specific attention to the city of Buffalo. The Housing Justice Organizer will create and facilitate PUSH’s Housing Justice Campaign Team where leaders will receive intentional leadership development, political education, skills training and practice self-governance and democratic decision-making processes. As of 2020, the Housing Justice Organizer will work on local (Tenant Power and Our City Builds), state (Upstate/Downstate Housing Alliance) and national (People’s Action Homes Guarantee) housing justice campaigns and coalitions.

Duties and Responsibilities

- Leadership Development:**
- The Housing Justice Organizing Manager will be responsible for the intentional and strategic leadership development of PUSH members who make up the Housing Justice Campaign Team. They will build deep and intentional relationships with members with the intention of moving members into meaningful and powerful action towards building power for a Just Transition
 - The HJOM will hold one to one meetings with new and prospective members of PUSH in general and the Housing Justice Campaign Team specifically to bring more people into our movement for Climate and Housing Justice
 - The HJOM will track the leadership development process for individual members through leadership development plans, Salesforce tracking of any and all meetings with leaders (including one to one meetings, maintenance meetings, propositions, agitations, etc.)
 - The HJOM will create and/or collaborate relevant political education and skills trainings for members that make it more possible and powerful for PUSH members to join campaign teams and take meaningful action with the organization
- Campaign Teams and Campaign Planning:**
- The Housing Justice Organizing Manager will create and maintain a team of at least five committed PUSH member leaders who will shape and carry out our local, state and national organizing campaigns for housing justice. Where members cannot make direct decisions on larger strategy or tactics within campaigns (ie. Larger coalition-based work like People’s Action’s Homes Guarantee campaign), they will shape the local context, messaging, turn out and other important roles within the campaign.
 - The HJOM will develop written and constantly updated campaign plans for each campaign PUSH is involved in.
 - The HJOM will work with the Street Team and Youth Organizing Manager to create pathways for power building with these teams, hold workshops and teach ins and coordinate deep canvasses throughout the community on housing justice values and campaigns.
- Management and Administration:**
- The Housing Justice Organizing Manager will supervise the Tenant Advocate and provide support and accountability to their work.
 - The HJOM will work with the Tenant Advocate to integrate the services provided by PUSH with our Housing Justice campaign work, thus creating a reciprocal relationship between organizing, services and policy development/implementation
 - Will follow all PUSH policies, procedures and other work necessary in reporting, time and data management, budget reporting, etc.
 - Will track all meetings, members and other information in Salesforce weekly
 - Will complete yearly goal setting and monthly work plans that are reflective of current, future and emerging work, needs and vision.
- Coalition Work:**
- The Housing Justice Organizer will represent PUSH Buffalo in local, state and national housing justice coalitions and other partnership spaces that further our mission, vision and values
 - The HJOM will report and connect with other PUSH staff on the work of various coalitions and how their work is informed and informs PUSH’s strategies, tactics and programs
 - The HJOM will work to develop the leadership of Housing Justice Campaign Team members to participate on coalition calls, meetings, retreats and other events.
 - THE HJOM will participate in Our City Builds as needed. The HJOM is expected to inform the Our City Builds policy platform and be involved in a community-wide participatory process to identify the most pressing needs regarding housing in the city of Buffalo. The HJOM is also required to assist with the annual Anti-Displacement Summit and at least one other forum per year.
- Other:**
- The Housing Justice Manager will work directly with the Director of Organizing, Climate Justice Organizer, and other PUSH staff to document and shift our work to be inclusive of the intersections between climate and housing justice, service provision and organizing and the other unique dynamics of PUSH’s work.
 - Assist with relevant grants, budgeting, and other necessary reporting.



- Some travel to local, state and national campaign and partner retreats, days of action, events and conferences as approved and directed by the Director of Organizing and the Executive Leadership Team.
- Completion of yearly and monthly work plans that are dynamic and inclusive of emergent work, needs and resources as they become available
- Work with the Director of Organizing and others in PUSH events, meetings, campaigns, trainings, etc.
- Other duties as assigned by Director of Organizing and Executive Leadership Team

Skills and Specifications

- Excellent knowledge and understanding of community organizing, housing, economic and climate justice
- General knowledge of housing policy, housing history and the network of housing funders, organizers and other players
- Strong Excel, Word and Salesforce skills
- Excellent written and verbal communication skills
- Excellent organizational skills
- Ability to multitask
- Ability communicate effectively with community members, ally organizations, elected officials, funders, and employees
- High degree of accuracy and attention to detail

Education and Qualifications

- 4+ years experience with community organizing
- Prior experience supervising 2 or more staff
- 3+ years of working in an office environment
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Physical Requirements

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Light physical effort in an office environment
- Frequent computer use
- Primarily sedentary work with occasional bending and reaching
- Maintain a high energy level; comfortable performing multi-faceted projects in conjunction with day-to-day activities
- Regularly required to speak clearly and hear the spoken word as well
- Regularly required to read and write clearly

I have reviewed and understand the job description and believe it to be accurate and complete. I understand that the above job description is not a contractual or binding document; it is provided as a guide to the types of duties required to be undertaken. Duties may vary from time to time and this description is subject to review. Modifications will be made as needed to support changes in the business climate and requirements. I will follow and adhere to my Job Description to the best of my ability.

Employee Signature:	Date:
Manager/HR Signature:	Date: