



## Tenant Organizer

### Applicant Instructions

Interested candidates should send a position-specific résumé, cover letter, and three references to [employment@uchcdetroit.org](mailto:employment@uchcdetroit.org).

### Position Overview

The United Community Housing Coalition (UCHC) seeks one person as a Tenant Organizer to work with Detroit tenants in privately owned, multifamily developments and developments subsidized by the U.S. Department of Housing and Urban Development (HUD).

The Tenant Organizer will work with low-income Detroiters to assist with issues around displacement, educate tenants in HUD housing about their rights, and help tenants preserve and improve their homes. This position reports to UCHC's Director of Tenant Organizing.

### Responsibilities

- Work with large and small groups of tenants in low-income buildings and communities to assist them in asserting their rights to decent and affordable housing
- Assist tenants in properties that are at risk for displacement due to sale or building conditions.
- Advocate for tenants' right to return and or relocation assistance.
- Develop a relocation plan for tenants, either temporary or permanent.
- Provide case management for tenants to assist with housing needs; refer tenants to appropriate resources as identified by need.
- Create and maintain files and database as directed by the program director.
- Establish ongoing working relationships with landlords and property management companies, residential service providers, and vendors.
- Meet with fellow staff, landlords and service providers to help resolve conflicts that might arise with referred participants.
- Maintain an inventory of program resources.
- Work collaboratively with internal and external partners.
- Maintain all required documentation in an orderly and timely manner.
- Participate in all team and staff meetings.
- Participate in program and operational planning as needed.

- Must have flexibility to work on assigned projects as needed.

### **Preferred Qualifications**

- Experience related to resource development or housing advocacy.
- Higher education training that resulted in an associate degree or undergraduate degree, or a high school diploma or GED will be useful for the reporting and communications components of this position.
- Knowledge of housing, employment and other human services is required.
- Communication Skills: Ability to work effectively with both private and public sector managers and direct service staff.
- Create and use spreadsheets, database tracking, and understanding grants management.
- Ability to effectively present information and respond to inquiries, etc.
- Ability to solve practical problems and deal with a variety of concrete personal variables that reflect client needs and capacity.
- Knowledge of Detroit neighborhoods and lived experience a plus

### **Physical considerations:**

- A valid driver's license and access to a vehicle will be useful for this position.
- The Tenant Organizer may need to enter properties that do not yet comply with ADA accessibility standards. Accommodations can be made to enable the selected candidate to perform the essential functions of this position.

### **Specifics**

- This is a full-time position with benefits. Hourly rate commensurate with experience. Schedule: 8:30 a.m. – 4:30 p.m. or 9 a.m. – 5 p.m., Monday-Friday, though some additional time may be required depending on court filings. offers generous medical benefits and time off.
- Willingness to maintain a flexible schedule of both in-office and work-from-home conditions.
- Expected start date: Applications are now being accepted and reviewed for a July-August start date.
- Position open until filled.



## **Employee Benefits**

- 100% employer-paid medical, dental, vision, short-term disability, long-term disability, and group life
- Generous PTO program
- Generous holiday program
- A focus on work/life balance

## **About UCHC**

The United Community Housing Coalition (UCHC) is a nonprofit comprehensive housing assistance organization that has provided a variety of housing-related services to Detroit's low-income residents since 1973.

UCHC has worked with tenants, homesteaders, homeowners, the homeless, community organizations rebuilding neighborhoods and providing affordable housing, religious, civil rights, labor, and housing advocacy organization to improve, preserve and expand affordable housing opportunities for low-income Detroiters.

Because of its long history and significant expertise as a comprehensive housing services provider in Michigan, UCHC is frequently asked to provide advice to other organizations in communities across southeast Michigan.

All services are provided to income-eligible families and individuals free of charge.

### **United Community Housing Coalition**

2727 Second Ave, Suite 313, Detroit, MI 48201  
313-963-3310 | [www.uchcdetroit.org](http://www.uchcdetroit.org)

*The United Community Housing Coalition provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, United Community Housing Coalition complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including but not limited to recruiting, hiring, placement, promotion, and termination. Consistent with state and federal laws, UCHC is committed to maintaining a workplace free from the abuse of drugs and alcohol.*