



## **Outreach and Organizing Specialist**

As Outreach and Organizing Specialist, you are at the forefront of building LiBRE's base and expanding the Stay Housed LA program. The Outreach and Organizing Specialist also supports LiBRE's general mission to ensure everyone has access to safe, healthy, affordable housing by participating in organization-wide activities.

This is a full-time hybrid position, with most hours executed on the field in various locations throughout Santa Monica and LA County.

## **About Us**

LiBRE is a grassroots membership organization ensuring everyone can access safe, healthy, affordable housing. Our goals are focused on Los Angeles County to help all tenants, especially low-income tenants, resolve their rental housing issues through learning and asserting their rights; to organize within their buildings, neighborhoods, and communities; to maintain and preserve safe, healthy and affordable housing; to mobilize for stronger tenant protections and greater accountability of the institutions affecting their homes; and to support the funding and development of more affordable housing.

## **Key Responsibilities**

As an Outreach and Organizing Specialist, you'll work directly in the community as part of the Stay Housed LA program helping renters address some of the biggest issues they're facing. Key responsibilities include, but are not limited to:

- Conducting community outreach through in-person canvassing, phone banking, mass texting, email, and other outreach methods.
- Leading Know Your Rights workshops on eviction protections and tenant rights.
- Providing tenant navigation, directing tenants to resources and legal services and helping them create action plans for self-advocacy.
- Organizing tenant house meetings, identifying potential tenant leaders, having regular 1:1's, and creating detailed tenant profiles.
- Build and maintain strong relationships with community groups, partner organizations, labor organizations, and other allies.
- Tracking work progress, providing regular updates, preparing weekly work plans, and contributing to monthly reporting.
- Participating in organizational events such as political mobilizations, community resource fairs, and outreach opportunities as required by supervisor and Directors.
- Attending weekly virtual and in-person team check-ins.
- Participating in Stay Housed LA trainings, meetings, and retreats as needed.

- Implementing other LiBRE work requests as needed.

*The responsibilities outlined do not represent an exhaustive list of job duties. Other tasks may be assigned as needed.*

### **Required Qualifications**

- Two or more years of experience in community based organizations, customer service settings, or similar (volunteer experience counted).
- Experience with transparent, honest, collective values and structures.
- Hands-on advocacy skills helpful in connecting, motivating, and sharing complex information with renters.
- Cultural proficiency and experience working with diverse groups of various ethnicities, ages, and gender identities.
- Strong interpersonal skills and ability to handle challenging situations involving conflict.
- Excellent attention to detail, follow-through, and communication skills. Great at planning, tracking progress on tasks, and problem solving.
- Ability to convey verbally, visually, and in writing LiBRE's strategic future and communicate complex concepts in a way that is accessible to the community.
- Able to work a flexible schedule and is willing to work evenings and weekends as needed.
- Valid driver's license, reliable transportation, and ability to work in the field at various locations in Santa Monica and throughout LA County.
- Able to work both as part of a team independently as a self-starter. Experience working in staff structures, with active board members, and volunteers.
- Strong commitment to housing justice and social justice.

### **Preferred Qualifications**

- Public speaking and other communications experience.
- Community and/or tenant organizing experience.
- English/Spanish bilingual.
- Familiar with and active in the Santa Monica community.

### **Terms of Employment**

Compensation: \$27 per hour

Job type: Full-Time, hybrid

Schedule: 40 hours per week, varying hours with some weekends and evenings

Status: Non-exempt, at-will