



## **POSITION OVERVIEW**

PA'LANTE is seeking a Housing Specialist, or Senior Housing Specialist – depending on experience – to join the organization. The specialist will primarily represent tenants in upper Manhattan and the Bronx, fighting to enforce tenants' housing rights.

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Provide technical assistance and wrap around homeless prevention services to low income families and the working poor
- Assist rent regulated renters with individual applications to housing enforcement agencies including Housing Preservation & Development, Division of Housing & Community Renewal (apartment complaints, rent overcharge, lease renewal procurement, succession rights, etc.)
- Conduct research for potential building wide class-action cases
- Help organize individual Tenants' Associations
- Assist tenants' associations in networking and building alliances with other tenant associations
- Coordinate and help facilitate regular workshops specific to housing rights, laws and processes
- Participate in and/or lead periodic tenant association evening meetings when representing a group of tenants
- Engage in advocacy and mediation with landlords and managing agents
- Update case management CRM system, maintain and update files and case notes, and assist in grant reporting when needed

## **EXPERIENCE & QUALIFICATIONS**

- Three (3) years of relevant experience
- Fluent in written and spoken Spanish
- A deep commitment to advocating on behalf of working-class, lower-income, and marginalized communities
- Excellent writing, research, community organizing, and advocacy skills
- Reliable, detail-oriented, well-organized, and able to work both collaboratively and independently
- Knowledge of government benefits

## **COMPENSATION**

Salary range of \$45,000 to \$65,000 (dependent on experience). PA'LANTE offers a generous benefits package, including health, dental, and vision insurance, paid sick/personal days, vacation time with rollover days, retirement account, life insurance, etc.

## **HOW TO APPLY**

This position reports Elsia Vasquez. Please send a cover letter and résumé by email to [palante@palanteharlem.org](mailto:palante@palanteharlem.org) with "PA'LANTE Housing Specialist Opening" in the subject line. Applications will be assessed on a rolling basis until the position is filled.

## **HIGHER EDUCATION & STUDENT LOAN FORGIVENESS**

Please P.A.'L.A.N.T.E. is recognized as a qualifying employer for the Public Service Loan Forgiveness (PSLF) program. This position enables employees to benefit from PSLF, as well as other federal and state student loan forgiveness programs.

## **P.A.'L.A.N.T.E. COMMITMENT TO DIVERSITY & INCLUSION**

P.A.'L.A.N.T.E. is an equal employment opportunity employer. People of color, transgender and gender non-conforming people, survivors of violence, people with disabilities and individuals of diverse backgrounds are encouraged to apply. P.A.'L.A.N.T.E. does not discriminate based on race, color, creed, religion, gender, age, sexual orientation, gender identity and expression, height, weight, national origin, disability, or citizen, marital, veteran, or HIV status.

## **ABOUT P.A.'L.A.N.T.E.**

P.A.'L.A.N.T.E. began informally in September 2006 when nearly 100 community residents, living in three dilapidated buildings in Harlem, banded together to form a tenant association to address the neglect and property abandonment at the hands of its unscrupulous landlord. We took the landlord to housing court and initiated a \$5 million lawsuit in State Supreme Court to address rent overcharges, the landlord's failure to provide lease renewals, missing security deposits and frivolous rent apartment registrations.

We succeeded in achieving the first successful tenant-initiated Article 7A transfer in eight years. (The landlord was removed from management responsibilities of the properties and enrolled in HPD's 7A program.) The leaders of the group formed People Against Landlord Abuse and Tenant Exploitation (P.A.'L.A.N.T.E.) Harlem in 2008, to empower local residents in the community to effectively address housing problems and hold landlords accountable. P.A.'L.A.N.T.E.'s goal is to end tenant exploitation in order to enable low-income community residents to remain in their homes and to ensure that those homes are safe and affordable.