Position Title: UndocuFund Coordinator & NBOP Bilingual Tenant Counselor

Position Summary: This is a 6-month, full-time combined position

UndocuFund Coordinator - UndocuFund, a project of the partnership between North Bay Organizing Project, Graton Day Labor Center and North Bay Jobs with Justice, seeks a coordinator to support with the application process, data, and support with the coordination and execution of UndocuFund events, as well as external and internal communications. This is a temporary position, set to last 6 months and requires a high degree of flexibility. This position requires a candidate willing and eager to work under duress, and during traumatic community events including disasters- even when the candidate may be experiencing impacts or evacuations themselves. This position is part-time, and will transition into full-time during times of disaster (wildfires, power shutoffs, floods, etc.).

Bilingual Tenant Counselor - The North Bay Organizing Project seeks a Sonoma County Tenants Union Tenant Counselor for our Tenant Counseling Warmline. Their work will focus on the tenant counseling warmline; a grassroots, tenant-led, peer support mutual aid effort that provides information on tenants rights and works with tenants to support them in strategizing their next steps. They will also participate in entry-level organizing as opportunities to organize arise from the counseling hotline. We are guided by an ethos of empathy, empowerment, respect for people’s agency, mutual aid, and counseling as supporting a larger vision for housing justice and social change. We support and organize tenants forming apartment associations and taking collective action. We are part of a larger network of tenant counselors Tenants Together.

Organizational Structure: This position will be housed within North Bay Organizing Project and will be overseen by the UndocuFund Director.

UndocuFund Coordinator (20hrs/week):

Areas of Responsibility

1. Application intake
   - Conduct intake over the phone or in-person
   - Provide comprehensive and targeted support for all applicants
   - Create referrals, and support in making connections to UF Steering Committee Organizations

2. Data Management:
   - Collect and track applications and disbursements
   - Collect and organize data with UndocuFund Director

3. Event and Clinic Coordination and Support
   - Lead and support with UF application clinics
     - Coordinate time, location, volunteers
● Support with UF community events
● Support with Communications amongst UF recipients and community
● Other duties as assigned

4. Outreach
● Track and collect press coverage
● Support with timely dissemination of information to the public
● Work with the UndocuFund Director to maintain the website's information accurate and up to date
● Support with UndocuFund Communications; Social Media, Newsletter
● Develop and organize trainings for partner organizations

Bilingual Tenant Counselor (20hrs/week)

Responsibilities:

Tenant Counseling
● Attend monthly tenant counselor meetings
● Participate in North Bay Organizing Project’s Housing Team Meetings once a week
● Take calls from tenants, particularly Spanish speaking calls, as needed
● Ensure that hotline calls have been recorded in Notion
● Practice empathy and active listening
● Take the lead from the tenants they speak with and partner with tenants to strategize about solutions to their situation - rather than taking a one-size-fits all approach
● Communicate with other tenant counselors and reach out for questions and support
● Navigate phone and database systems (with training!)
● Support with the translation of resources, know your rights material, and hotline database
● Recruit more volunteers for the tenant counseling hotline
● Keep up-to-date with changing tenant laws
● Actively participate in Tenants Together’s Tenant Counseling Network

Organizing Support
● Door-Knocking
● Intentional listening
● Outreach: phone-banking, tabling, flyering, community events
● Setting up initial meetings/one-on-ones with tenants
● Initiating and maintaining relationships with tenants
● Encouraging tenants to take collective action
● Support in efforts to create tenant associations
● Encourage membership to the Sonoma County Tenants Union

Qualifications:
● Experience and desire in one on one support
● Experience in data management and reporting
● Experience and/or training in trauma-informed practices
● Ability to effectively function in a fast paced environment
● Strong written and verbal communications in both English and Spanish
● Ability to effectively communicate with monolingual Spanish speakers
- Proficiency in Microsoft Office
- Experience with tech or able to learn technology easily
- Ability to work some weekends and/or evenings as needed

This is an at-will position and can be terminated for any reason. This position is hired and/or fired by the Executive Director of North Bay Organizing Project. This position is a 6-month contract that may be extended.

**Location**: Sonoma County, Ca

This position will be both in-person and remote, and requires an automobile and the ability to navigate Sonoma County’s racially, socially, culturally, and linguistically diverse communities.

**Compensation: $29,120, 6-month contract**
Social Security, Workmen’s Compensation, Unemployment Insurance immediately, and Kaiser/Delta Dental coverage for one person after 30 days of employment. Accrued vacation to total 7 days.

Submit Cover Letter and Resume to Beatrice Camacho at beatrice@undocufund.org and cc blopezgrady@northbayop.org

Open until filled