

Empower tenants, promote affordable housing as our Community Outreach/Admin Associate



BRAVO is Arlington's go-to organization for tenants to influence government officials and landlords making decisions that affect their lives. Join us as we convert to a membership-based organization. You will report to our Executive Director, and have a substantial role as we empower tenants and work to preserve affordable housing. You will: Build relationships, Implement outreach initiatives; Manage casework; Maintain command of issues; Assist in preparing web content & flyers; and Manage administrative tasks. **Spanish fluency and some evenings/weekend availability are musts.**

Check out these news clips about *BRAVO's* inspiring work with Arlington tenants standing up for themselves:

[NBC: This Salvadoran family fought eviction over child's disabilities](#)

[Telemundo: And they won out with BRAVO behind them!](#)

[Catholic Herald: Tenants plant seeds of community with BRAVO's backing](#)

Are you OK with these? 1) Many components of the job involve a range of admin work, like: Placing 200 flyers in piles of 50; Inputting data; or Ordering print jobs at FedEx Office; and 2) Especially in the beginning, receiving a lot of training and supervision.

Applicants must submit:

1. Cover letter specifically explaining why you are interested in this position and this organization
2. Resume and three references
3. Two 1-3 page writing samples

Position Status/Compensation: Full-time with emphasis on afternoon & some evening/occasional wkend hours; Salary up to \$40,000/yr depending on experience; Health ins. subsidy + Vac/Sick time. Organization might be open to hiring two part-time individuals with competitive compensation.

Qualifications, Experience: Passionate commitment to engaging people to participate in their community; Excellent communication skills; Spanish fluency; High comfort level with seeking/taking direction; Detailed thinker; Excellent judgment; Energetic; Ability to travel throughout and Familiarity with Arlington; Flexibility; Proficiency with software, apps & social media; and Strong aptitude to learn housing law.

Importance of Position to Organization: *BRAVO* is at an exciting juncture as we convert to being membership-based. To effectively influence landlords and policymakers on decisions affecting our lives, tenants must become integrated into the civic fabric of our community. The individual hired will have a substantial role in growing the organization as we develop, launch and implement innovative initiatives aimed at engaging tenants to: Build community with their neighbors; Hold landlords accountable; and Influence government officials' decisions. The individual also will serve as the right arm of our Executive Director, who has 30 years' experience in civic engagement and issue advocacy campaigns.

Duties and Estimated Allocation of Total:

- Plan, organize tenant outreach efforts/events, develop relationships, recruit and coordinate volunteers 40%
- Manage tenant support casework from start to finish, and seek/incorporate supervisor's guidance 20%
- Manage administrative functions (database maintenance, financial records) 15%
- Assist in developing and implementing efforts to influence decision-makers 10%
- Assist in writing materials, developing social media presence and website content 10%
- Conduct light to substantive research on policy and legal issues, landlord policies and nonprofit practices 5%

Staff also shall work to ensure organization complies with requirements of funders.

Applicants must submit components listed above. Applications accepted until position is filled. Apply to: AACOA at BRAVOTenants dot org