



## **Position Available: Tenant Counselor**

### **Summary:**

Chhaya seeks an energetic and dynamic Tenant Counselor to spearhead its tenant counseling and advocacy efforts around tenant rights impacting local residents in Queens. The Tenant Counselor will provide individualized counseling, case management, and group education to tenants with the goal of raising awareness of tenants' rights, preventing displacement, and advocating for housing justice.

### **About Chhaya CDC:**

Chhaya CDC is a non-profit community development corporation based in the neighborhoods of Jackson Heights and Richmond Hill in New York City. Founded in 2000, Chhaya builds the power, housing stability, and economic wellbeing of South Asian and Indo-Caribbean communities in New York City.

### **Duties and Responsibilities:**

Responsibilities will include but are not limited to:

- Provide one-on-one counseling to tenants facing harassment, eviction, illegal rent increases, or other related issues;
- Manage and implement affordable housing clinics;
- Complete SCRIE and DRIE Applications with clients;
- Organize Tenant Resource Fairs and other events to disseminate information to the community;
- Work with pro bono legal partners to organize housing legal clinics for community members;
- Educate tenants and neighborhood residents about tenants' rights, fair housing, gentrification, and other issues through one-on-one counseling, workshops and clinics;
- Manage Chhaya's relationships with clients/ tenants, partner organizations, and community members;
- Participate in coalition efforts on housing rights;
- Support housing team with conducting outreach, education, and advancing goals of housing justice;
- Prepare and manage reports relevant to Chhaya's tenant services;
- Assist with other related tasks as need.

### **Qualifications:**

- Bilingual in English and a South Asian language is required with strong preference for Bangla;
- One-year of experience in case management, client services, or community engagement;
- Excellent interpersonal skills and communication skills;
- Experience or willingness to expand knowledge of housing rights in New York City;
- Desire to learn and open to challenges;
- Experience working in diverse, multicultural and immigrant communities;

- Commitment to immigrant and housing rights;
- Strong interest in community and social justice issues;
- Respectful and supportive of multi-ethnic, multi-faith, and multilingual organization.

**Compensation:**

The expected salary for this role is \$40,000-\$45,000 commensurate with experience. In addition, Chhaya CDC offers a comprehensive benefits package that includes health, life, vision, and dental insurance; ample vacation time and sick/personal days.

**How to Apply:**

Send a resume, a cover letter and a list of two references to [careers@chhayacdc.org](mailto:careers@chhayacdc.org) with the title Tenant Counselor in the subject line. No phone calls please. Applications accepted until position is filled.

*Chhaya CDC is an equal opportunity employer.*