



Position Available: Tenant Organizer (Full-Time, Hybrid)

Overview of the Organization:

Chhaya is the only South Asian and Indo-Caribbean Community Development Corporation (CDC) in the nation. We are dedicated to building strong, equitable and thriving South Asian and Indo-Caribbean neighborhoods in New York City guided by a commitment to community empowerment and self-determination. We achieve our vision by advancing housing, small business, and economic stability and justice for our communities. Since our founding in 2000, Chhaya has helped prevent hundreds of foreclosures; assisted first-time homebuyers in obtaining thousands of dollars in down-payment assistance, led the basement legalization campaign in New York City, provided individuals with key immigration services, empowered families with financial management tools and skills, and fostered the civic engagement of thousands of South Asian and Indo-Caribbean New Yorkers. As a leader in New York City's housing and economic justice sector, Chhaya is poised for significant organizational growth and development. Our main office is in Jackson Heights and we have a second location in Richmond Hill - two neighborhoods in Queens with vibrant South Asian and Indo-Caribbean communities.

Summary of the Position:

We are currently hiring a Full-time Tenant Organizer for our Housing Stability Program. We aim to protect tenants' rights and hold bad actors accountable while working towards establishing pro-tenant laws and sound housing policy through city and statewide coalition work. The tenant organizer will work in collaboration with this extraordinary coalition of neighborhood organizations to help preserve and expand affordable housing for lower income residents of those areas—in the face of rapid gentrification and tenant displacement throughout their neighborhoods. Our mission is to empower tenants and preserve affordable housing through advocacy, relationship building, and grassroots education.

COMMUNITY ORGANIZING:

- Organize tenants at a building-wide and neighborhood-wide level to address housing-related issues, including conflicts with landlords, harassment and discrimination
- Educate community residents on tenants' rights, fair housing, gentrification and anti-displacement strategies
- Conduct outreach events in the community, buildings, including workshops and trainings
- Assist tenants in forming tenant associations and developing organizing strategies
- Mobilize tenants for demonstrations, rallies and forums
- Develop and support community leaders through regular tenant committee meetings

ADVOCACY & CASE MANAGEMENT:

- Assist tenants with housing-related issues and concerns
- Advocate on behalf of tenants with landlords, government agencies and other entities
- Help tenants with complaints and applications to government agencies
- Assist unrepresented tenants with filing court cases and accessing resources via referrals

sustaining homes, strengthening communities

www.chhayacdc.org

Main Office | 37-43 77th Street, 2nd Floor | Jackson Heights, NY 11372 | **p** 718.478.3848 **f** 718.651.1004

Richmond Hill Center | 121-18 Liberty Avenue, 2nd Floor | Richmond Hill, NY 11419 | **p** 718.374-3371 **f** 718.651.1004

- Support legal staff in court cases and assist in the legal representation of tenants

CAMPAIGNS & COALITIONS:

- Represent the tenant community and take leadership roles in citywide campaigns and coalitions to advance and reform policies consistent with our mission, including preservation and production of affordable housing and safe living conditions
- Advocate for stronger legislation and policies to empower and protect tenants
- Develop and maintain relationships with community leaders and elected officials
- Fulfill administrative responsibilities as required, including maintaining notes on individual cases, buildings, and campaigns, and reporting on organizing efforts and results

Qualifications:

- Deep commitment and passion for social justice, and grounded by connection to the needs and issues facing low-income South Asian and Indo-Caribbean New Yorkers
- 2 years of work experience in community organizing, client or program assistance within a non-profit setting, or housing rights
- Eligible to work in the U.S
- Fluency in Mandarin is preferred. Language proficiency in Bangla, Nepali, Tibetan, or another South Asian language is a plus.
- Extremely well-organized and detail-oriented
- Experience and fluency using technology, including but not limited to computers, scanners, cell phones and related applications such as Google Suite, WhatsApp, Google Voice, Zoom, etc.
- Familiarity with housing issues and community organizing experience preferred
- Strong writing and research skills
- Demonstrated ability to maintain strong relationships with governmental agencies, elected officials, non-profit organizations, other community groups, and other stakeholders
- Ability to coordinate and manage multiple tasks and projects simultaneously, and provide timely and clear updates to supervisors
- Ability to work in an organized, efficient manner with a high level of accuracy, attention to detail, and follow-through
- An ability to be flexible and willingness to wear “multiple hats”, when needed
- Flexible schedule with the ability to work some weekends and evenings, when needed
- Experience working with populations with limited English and/or computer proficiency, preferred
- Sense of humor – a plus

Salary Range: \$55,000-60,000 (annual salary)



How to Apply: Please send a cover letter, resume, two references, and a brief writing sample to careers@chhayacdc.org with the subject line "Tenant Organizer – Application".

Applications will be accepted until the position is filled. Anticipated start date is Nov 1, 2026. Only applicants under consideration will be contacted. No phone calls please.

This is a bargaining unit position with the Association of Legal Advocates and Attorneys UAW Local 2325.

Chhaya CDC is an equal opportunity organization that celebrates and embraces diversity. Chhaya does not discriminate on the basis of caste, race, religion, color, sex, gender identity, sexual orientation, age, or any other identities covered by appropriate law. All employment is decided on the basis of qualifications, merit, and organizational need.

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