

Housing Navigation Coordinator

Department: Hands On Defense

Employment Type: Full-Time

Compensation: 55.000

Location: Hybrid - 80% Jamaica Plain office, 20% remote

Start date: November 15, 2022

Justice for Housing is a grassroots community organization committed to ending housing discrimination and homelessness for justice involved individuals impacted by incarceration and domestic violence in the Greater Boston area.

The Housing Navigation Coordinator role is an excellent opportunity for a young or seasoned professional dedicated to housing and racial justice to develop their career in the not-for-profit sector. This role is ideal for a dynamic and motivated individual with leadership skills. Under the direction of the Hands On Defense Program Manager, the Housing Navigation Coordinator will continue Justice For Housing, Inc.'s work in connecting justice involved individuals with stable housing opportunities through direct client advocacy, relationship building, and engagement with Justice For Housing's other programs and initiatives.

The person in this role is an effective advocate, able to work with formerly incarcerated people and individuals at the intersections of other marginalized identities with cultural humility and a focus on harm reduction. In addition to assisting clients directly with completing applications for affordable housing opportunities, the Housing Navigation Coordinator will work with the Hands On Defense Program Manager to build relationships with landlords, realtors, and property management companies who are willing to work with our constituents and provide housing.

The ideal candidate recognizes that our team is passionate and spends our working hours deeply engaged in our tasks, and works to support productivity, collaboration, learning, and growth by ensuring our work environment and projects run smoothly, while feeling empowered to request support necessary to prevent burnout.

Responsibilities

- Assist clients in completing applications for affordable housing waitlists and lotteries
- Advocate for HOD clients w/a goal of sustaining and obtaining housing
- Monitor affordable housing availability through local papers, online forums, and other means to ensure all clients are up to date on the latest housing opportunities
- Refer clients to partner organizations for resources outside of the scope of Justice For Housing, Inc.
- Build and nurture relationships with landlords, brokers, and property management companies who may be willing to work with individuals with carceral histories
- Assist the HOD Program Manager with supervising HOD interns (specifically the housing navigation interns)
- Track interactions related to client housing cases (e.g. document submission dates)
- Document client interactions, successes, and needs for reporting purposes
- As needed, provide support letters or attend housing denial hearings with HOD advocates in support of clients seeking housing
- Provide support for J4H campaign efforts when needed
- Attend events and city meetings as directed
- Attend weekly staff meetings
- Remain up to date and informed about relevant development in housing legislation
- Miscellaneous projects or assignments as needed

Who We Are Looking For

Discernment and honesty we can trust. You are a thoughtful team member who acts in alignment with your integrity and are unfailingly trustworthy. You are committed to continuously deepening and evolving your own understanding of systems of oppression through study, openness, and humility. And you easily recognize your own relationship to privilege and power, examining and shifting your behaviors as appropriate. Uplifting and additive. You see mistakes as opportunities for growth; problems as catalysts for solutions and inspire others along the journey. You carry a positive approach, can-do attitude, a sense of humor, and authentic kindness wherever you go.

Ideal Qualifications

The specifics of the position can be taught on the job. As such, we prioritize passion and investment in the mission over specific experience or training. Applicants need not have all of the below qualifications to be considered. Lived experience will be regarded with equal consideration as work/education experience.

- Several years' experience working in a relevant field such as case management, social work, or housing support/advocacy
- Previous or current lived or employment experience with target population
- Effective writing, editing, and verbal communication skills
- Familiarity and comfortability with GSuite
- Strong time management and organizational skills, ability to juggle multiple priorities, and comfortability working in a fast-paced and non-traditional work environment
- Passion for safe and affordable housing for individuals impacted by incarceration and domestic violence
- In-depth knowledge of public housing regulations and processes
- Commitment to the beliefs and values of Justice 4 Housing with a demonstrated passion for progressive politics, specifically in decriminalization, racial justice, and abolition
- Experience with Salesforce or other customer relationship management (CRM) systems
- Familiarity or experience with affordable housing system and/or legal system
- Familiarity or experience with Public Housing Policy and Housing Court processes
- Awareness of and/or previous experience with the "key players" of reentry services, housing, and policy
- Able to work weekends and evenings with advanced notice if needed

The Position

Benefits

- \$5000 reimbursement for healthcare expenses*
- Vacation and Sick Leave
- Training and professional development opportunities

*Note - We are in the process of setting up a health insurance package for our employees, but at time of posting, we are unable to provide health insurance benefits. We will instead reimburse all employees up to \$5000 in a calendar year for any expenses incurred toward healthcare, including insurance premiums, co-pays, and/or deductibles.

How to apply

Please send your CV and a one-page cover letter explaining how your experience fits the roles and responsibilities listed above to info@justice4housing.org by 10/15/2022.

Justice for Housing is committed to diversity and inclusion. We encourage all applicants, regardless of race, gender, religion, physical or mental disability, military and veteran status, sexuality, education, incarceration history, and any other characteristic protected by applicable law to apply. **Formerly incarcerated and justice-involved individuals are highly encouraged to apply.**

The Housing Navigation Coordinator is a full-time, non-exempt, salary position. The salary for this position is \$55,000/year with medical cost reimbursements, vacation time, and bonuses as Executive Director see's fit. This hybrid position will be based in one of Justice 4 Housing's offices in Boston, MA, with opportunities for remote work. Justice 4 Housing, Inc., has a mandatory COVID-19 vaccine policy.