



EAST LA COMMUNITY CORPORATION

Housing Outreach Leader Job Description Full-Time Non-Exempt

Organizational Background: Four passionate Eastside activists who came together formed East LA Community Corporation (ELACC) in 1995. ELACC's mission is to advocate for economic and social justice in Boyle Heights and Unincorporated East Los Angeles by building affordable housing, grassroots leadership, and access to economic development opportunities for low and moderate-income families. Over the 25-year history of ELACC, we have leveraged over \$259 million in investments through community-driven real estate development, mobilized thousands of residents to change policies, served thousands of low-income residents with community wealth services, and we provide quality affordable homes for over 2,900 people.

Housing Outreach Lead:

The Housing Outreach Leader is an individual that thrives in a dynamic environment and is ready to lead ELACC's community engagement model for our community affordable housing developments. They will ensure that ELACC thoroughly and effectively executes outreach to community, focusing on residents, stakeholders, businesses, and community leaders most impacted by ELACC's proposed developments. The identified individual has prior community outreach experience, utilizes critical thinking skills and has the ability to resolve problems before they become obstacles. This is a unique position requiring knowledge in community organizing and affordable housing development.

The Housing Outreach Leader is an ELACC team member that leads their core project and fulfills their responsibilities to the entire team by actively fundraising, supporting organization wide projects, participating in all staff planning sessions, and being part of achieving the organization's mission and vision.

Main duties:

- Take the lead in developing ELACC's outreach strategy for each real estate development, which includes both residential and commercial developments
- Work with Real Estate Development, Communications, and Community Wealth & Services teams to develop a master engagement plan and individual project plans
- Plan, implement, and coordinate outreach plans for all of ELACC's pipeline developments
- Develop affordable housing working groups with ELACC residents and other community members
- Schedule, organize and conduct meetings with key stakeholders for each project, including nearby residents, small business owners, neighborhood councils, organizational partners, et al (one-on-one meetings, community, and team)
- Maintain an understanding of the various phases of each real estate development

- Develop logistical plans, agendas, and community engagement plans.
- Collect and maintain engagement and supporter data, including meeting sign-in sheets and individual contact information
- Connect community members to ELACC's wide array of programs
- Build trust with residents, local businesses, elected officials, and other key stakeholders
- Perform other duties as assigned by supervisor

Required experience and skills:

- Proven experience in community outreach/organizing; 3+ years
- Experience in developing and implementing outreach and recruitment drives.
- Knowledge of affordable housing development preferred.
- Proficient in MS Office, relational databases and software.
- Outstanding communication and public speaking skills.
- Excellent organizational and leadership skills.
- Aptitude in problem-solving.
- BS/BA in community development and planning an asset.
- Experience in facilitation, conflict negotiation, teambuilding and group dynamics.
- Bilingual English-Spanish: ability to speak, read and write in Spanish and work with monolingual Spanish clients.
- Work well in a team-oriented environment and ability to work independently, managing multiple priorities.
- Must be flexible and able to work in a versatile environment, available to work weekends and evenings.
- Must have reliable transportation with valid insurance.
- Knowledge of Boyle Heights and East LA and/or have worked with similar demographics.
- Knowledge of Los Angeles political, social, and economic landscape.
- Commitment to developing leaders and our mission.

Compensation: This is a full-time, bargaining unit, non-exempt position with a competitive benefits package that includes health, dental, retirement, life and disability insurance.

ELACC is an Equal Opportunity Employer

Email cover letter and resume to:

Director of Human Resources

East LA Community Corporation, www.elacc.org

Email: jobopportunities@elacc.org