



# TENANT RESOURCE CENTER

## Job Announcement

Tenant Resource Center (TRC) has an exciting job opportunity for a skilled professional.

The Tenant Resource Center is a dynamic, nonprofit, membership organization that has served Wisconsin since 1980. We are dedicated to promoting positive relations between rental housing consumers (tenants) and providers (landlords). By providing information and referrals, education about rental rights and responsibilities, and access to conflict resolution, we empower the community to obtain and maintain quality affordable housing.

<b>Job Title:</b>	Associate Director
<b>Description:</b>	This is an executive-level position that will assist in managing day-to-day program operations and staff, develop program policies and procedures, conduct program and staff assessment and evaluation, serve as a backup to the other executive positions, as well as participate in strategic planning.
<b>Qualifications:</b>	<ul style="list-style-type: none"><li>● Required skills:<ul style="list-style-type: none"><li>○ Experience in a non-profit or government agency. Knowledge of, and experience with, programs serving people who are low-income, have experienced housing insecurity, discrimination, and trauma.</li><li>○ Strong knowledge base of Wisconsin tenant-landlord law, mediation services, eviction prevention, and housing services with a commitment to housing first principles and trauma-informed care.</li><li>○ Proficient at grant writing, data collection, reporting and billing - preferably direct experience with HUD, EHH and/or City/County RFP processes.</li></ul></li><li>● Preferred Skills:<ul style="list-style-type: none"><li>○ Lived experience of housing insecurity or homelessness.</li><li>○ Working knowledge of Dane County Housing market and services.</li><li>○ Bi-lingual -- preference for individuals fluent in Spanish, Hmong, Khmer or Arabic.</li><li>○ Experience with, and concrete understanding of, restorative justice.</li></ul></li></ul>
<b>Duties &amp; Responsibilities:</b>	<ul style="list-style-type: none"><li>● Program development including Seminars; updating and maintaining our Housing Counseling Training Guide; Housing, Eviction Prevention Clinic and Mediation Programs</li><li>● Writing and editing content for the website, blog, social media; and developing/updating written materials.</li><li>● Careful review of the Tenant-Landlord laws (Federal, State, and Local) with frequent law changes expected.</li><li>● Staff support and their day-to-day operations for all programs.</li><li>● Coordinating and facilitating outreach and media activities, including but not limited to, social media, in person speaking events, attending community meetings, presentations.</li><li>● Grant reporting, writing, and fundraising.</li></ul>
<b>Hours:</b>	Exempt, Salaried Full-time, some evening/weekends/holidays required. Flexible schedule to meet work demand.
<b>Transportation:</b>	Must have access to reliable transportation - travel required on a regular basis.
<b>Compensation Package:</b>	Salary -- \$60,000/annually Benefits include: flexible schedule, health, dental, & vision insurance (no cost to employee); paid holidays; mileage/phone reimbursement; and generous paid time off (24 days PTO).

To apply, candidates must submit an application

[https://www.tenantresourcecenter.org/associatedirector\\_20](https://www.tenantresourcecenter.org/associatedirector_20)

\*Resume and cover letter upload are required\*

by 12.11.2020 to:

Tenant Resource Center

Attn: Robin Sereno, Executive Director

1202 Williamson Street

Madison, WI 53703

Or Email: [robin@tenantresourcecenter.org](mailto:robin@tenantresourcecenter.org)

No calls or recruiters please.

Tenant Resource Center is an Affirmative Action/Equal Opportunity Employer