



Contact:  
The Neighborhood Housing League

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*The Visible Community (TVC) is a grassroots cross-class alliance of people who live and work in downtown Lewiston, ME. We organize residents of downtown to improve the living conditions in our community and actively participate in urban redevelopment policy that affects our neighborhoods.*

*The Neighborhood Housing League (NHL) is a program of TVC that is fighting for safe and fair housing conditions in Lewiston through direct service, direct action, and advocacy at the local, state, and federal level. Through these various tactics, the NHL develops the leadership ability of its members, so that they may become effective advocates for their families and neighbors.*

## Seeking Applications: Resident Coordinator

The Visible Community is looking for a dedicated, hard-working, and well organized person to manage the Neighborhood Housing League under the title of Resident Coordinator.

Our ideal candidate has:

- 1-2 years of organizing experience
- Comfort with public speaking
- Ability to relate to people regardless of race, religion, socio-economic status, ethnicity, gender, ability, or sexual identity
- Experience with volunteer recruitment and employee management
- Demonstrated ability to plan strategically
- Excellent written and oral communication skills
- Comfort with data and data management
- Passion for safe and affordable housing conditions!

Roles and Responsibilities

- Recruit, build and manage organization's membership
- Door-to-door canvassing, phone banking, and housing reports
- Data entry and data management
- Organizing Tenant meetings
- Carryout relevant trainings
- Host monthly tenant meetings (3<sup>rd</sup> Tuesday nights)
- Other duties may include responding to important issues concerning housing that come up during the work period.

### GENERAL RESPONSIBILITIES

1. Uphold the mission, goals, and reputation of The Visible Community in all aspects of the job, including work with the Block Captains, volunteers, community members, elected and governmental officials, funders, and the media.
2. Participate in The Visible Community membership meetings, subcommittee meetings, leadership events, trainings and other tasks consistent with the Resident Coordinator's responsibilities.

**\*\*\* The Visible Community works for Equal Opportunity in hiring. People of color, women, immigrants and refugees, people who have or are experiencing poverty and individuals of diverse backgrounds encouraged to apply. Bilingual and multilingual applicants are also strongly encouraged to apply. Must be 17 years or older to apply\*\*\***