



Since 1996, SAJE has been a force for economic justice in the community focusing on tenants' rights, healthy housing, and equitable development.

The mission at Strategic Actions for a Just Economy (SAJE) is to build leadership for a movement for economic justice. We aim to do this by providing tenants the tools for them to be able to advocate for themselves and their neighbors. In an effort to provide tenants with information about their tenant's rights, SAJE holds a biweekly tenant clinic which provides free education and assistance to community residents, who are facing issues such as inhabitable living conditions, disputes with their landlords, illegal rent increases, among other housing issues.

Tenant Action Clinic Volunteer

SAJE is seeking a Tenant Action Clinic Intern to support with staffing the Tenant Action Clinic, conduct one on one intake sessions with tenants, perform case management duties and report to the director of outreach on ongoing cases. In addition to tracking and data entry projects, the individual will be working with the team to develop best practices in database management and administrative activities.

We are looking for an individual eager to help further SAJE's mission and to learn or enhance research and analytical skills that may later be applied toward other social- and economic-justice goals.

Students are encouraged to apply for credit. Internship is unpaid.

RESPONSIBILITIES:

- Attend weekly Tenant Action Clinic Sessions Tuesday from 4pm-7pm and/or 10am-1pm*
- Participate in the presentation of tenant rights to inform tenants of their housing rights.
- Conduct one on one sessions with tenants to review their cases.
- Conduct follow up with specific tenants regarding their cases
- Write letters on behalf of tenants
- Conduct data entry of our weekly tenant clinic cases and ensure all information is up to date.

- Participate in training sessions in order to be up to date with tenant rights and tenant laws.

REQUIRED QUALIFICATIONS:

- Available for 10 hours / week
- General Knowledge of Microsoft Word, Excel, and PowerPoint
- Enthusiasm and dedication to teamwork.
- Ability to work independently with little supervision.
- Verbal and written communication skills.
- Ability to organize and prioritize work.
- Organized and detail oriented; able to maintain records
- Belief in social justice work that empowers communities
- Ability to maintain high standards in Organizing tracking systems.
- Interpersonal and friendly

Preferred qualifications: Bilingual in English and Spanish & some knowledge of housing and tenant rights.

Must be available Tuesday from 4pm-7pm. Other available days depending on the volunteer/interns own schedule.*

To apply please email resume to dbayliss@saje.net indicate in Subject Line "Tenant Action Clinic Volunteer Interest" or submit interest at <https://tinyurl.com/y6wn9kx7>

Strategic Actions for a Just Economy (SAJE)
152 w 32nd Street LA 90007
213-745-9961
www.saje.net
www.facebook.com/strategicactions