



TAHO Enforcement Coordinator Responsibilities, and Description

SAJE TAHO Enforcement Coordinator

SAJE recently led efforts to significantly strengthen the Tenant Anti-Harassment Ordinance (TAHO) in the City of Los Angeles. Since then, we have been working closely with local stakeholders in government and community-based organizations to implement the revised ordinance, with a focus on enforcement. As a TAHO Enforcement Coordinator, you will be part of a new three-person team tasked with conducting outreach, workshops, tenant navigation, and legal referrals to reach tenants experiencing harassment from their landlords.

This is a full-time, hybrid position. Full-time employees are required to work in the office on Tuesdays, Wednesdays, and Fridays.

The following provides a general overview of the activities and responsibilities of the position but does not represent an exhaustive list of job duties.

KEY RESPONSIBILITIES

- **Perform and Lead Tenant Navigation.** The TAHO Enforcement Coordinator will support and oversee tenant navigation by lending peer-to-peer support for individual tenant cases and providing applicable resources, direction, and support to TAHO team members. This includes but is not limited to: working with the team to identify tenants facing or at risk of harassment, tracking tenant interactions on our spreadsheets, giving appropriate feedback to tenants, staying up to date on the landscape of tenant protections, and sharing progress with the team weekly.
- **Lead Peer-to-Peer Working Groups.** The TAHO Enforcement Coordinator will work with the Director of Research and Policy to help develop our tenant navigation process (in accordance with deliverables and SAJE's commitment to a service-to-membership pipeline), maintain the TAHO team's resource library, and coordinate spaces that will help our team stay up to date on tenant protections, housing resources, and skills and leadership building opportunities.
- **Coordinate Referrals.** The TAHO Enforcement Coordinator will coordinate all internal and external referrals to ensure that the tenant receives contact and support from SAJE, LAHD, and local community-based organizations (CBOs), as needed. This includes but is not limited to supporting tenant case management, communicating with the coordinator of SAJE's Tenant Action Clinic to identify tenants facing harassment, networking with local government agencies and CBOs to build a robust and reliable external referral network, and coordinating external referrals to appropriate agencies and CBOs.
- **Conduct Community Outreach.** The TAHO Enforcement Coordinator is primarily and

consistently in the field, connecting with renters through in-person door knocking, eviction court outreach, outreach at relevant local events, building canvassing, and phone banking calls and text banking.

- **Perform Membership Recruitment, Leadership Development, and Tenant Navigation.** The TAHO Enforcement Coordinator will ensure tenants are connected to services and referrals. This can include but is not limited to, phone calls, and in-person and virtual support in meetings with government agencies or, if relevant, legal proceedings.
- **Track and Report Work Progress.** The TAHO Enforcement Coordinator will keep track of work progress following procedures set by the Director of Research and Policy. They will regularly create work plans and reports which will record and document deliverables work, tenant engagement and recruitment.
- **Lead TAHO Workshops and Legal Clinics.** The TAHO Enforcement Coordinator will be responsible for:
 - Planning and developing curricula for monthly TAHO workshops
 - Facilitating and co-facilitating TAHO workshops with team members
 - Conducting outreach to invite SAJE members and tenants externally referred to workshops, as well as following up with tenants to refer them to necessary resources
 - Staffing in SAJE's Tenant Action Clinic and following up with tenant navigation activities
- **Participate in SAJE Activities.** These duties include participating in all SAJE all-staff activities, flyering, door knocking, public comment, and attending SAJE organizational meetings and events. Duties may also include limited support of our team's policy advocacy by attending meetings and gatherings.

QUALIFICATIONS

- Strong commitment to social justice and an understanding of the challenges facing tenants in working-class, immigrant communities
- Experience in community or labor organizing or health or housing outreach and education
- Ability to gain the trust of, motivate, and cultivate interest in SAJE's campaigns among local residents
- Ability to support, track, and increase local residents' leadership skills and other relevant data
- Good presentation and speaking skills
- A capacity to explain complex information and issues in an easy-to-understand manner, including through popular-education techniques
- A strong track record of working with different kinds of stakeholders and groups, including immigrant workers, low-income community residents, clergy and churches, unions, community-based organizations, academic institutions, and government gatekeepers and staff
- Perform a variety of duties even with distractions or interruptions, and adjust priorities quickly
- Valid California driver's license and good driving record.
- Valid auto insurance that meets SAJE's required limits

PREFERRED QUALIFICATIONS

- Experience in tenants rights or housing justice work for 1 to 3 years
- English and Spanish language speaking, reading, and writing skills
- Use or learn to use widely available and commonly used software like Microsoft Excel

MUST BE

- Warm and positive with community members
- Flexible in time and mind: there will be weekly evening commitments and work required during the weekend
- Able to manage a calendar, set goals, and create a weekly work plan
- Supportive of SAJE's mission, vision, and policy positions
- Able to provide interpretation and translation from other languages, dialects, or language registers if your knowledge and skills enable you to do so
- Able to participate in other SAJE activities, as needed. These duties include participating in all SAJE all-staff activities and could also include attending meetings and hearings, canvassing, fundraising, and other tasks
- Able to perform other duties, as SAJE's needs determine
- Organized and detail oriented; excellent time management skills and ability to prioritize work, with a strong capacity for independent and collaborative problem solving
- Stand and walk for long periods of time
- Lift weights up to 50 pounds
- Fully vaccinated against COVID-19, including most up-to-date boosters, and able to maintain vaccinations against other infectious diseases as recommended by medical professionals and the Centers for Disease Control and Prevention (CDC). Reasonable accommodations will be considered for those with valid medical or religious exemptions, in accordance with applicable state and federal laws.

COMPENSATION

SAJE strives to maintain a forty-hour work week and a sustainable work/life balance and offers a competitive benefits package and salary (based on experience). This is a full-time, hourly position. The salary range for this position is \$86,400 - \$91,189.00 (based on experience) plus benefits (including medical, vision, and dental) with three weeks of vacation per year (four weeks per year after two years of service) and thirteen holidays.

TO APPLY

Your application must include a cover letter, resume, and at least three professional references; applicants who do not meet the minimum requirements will not receive a response. Email to apply@saje.net; no phone calls, please. Include "Tenant Anti-Harassment Ordinance (TAHO) Enforcement Coordinator" and your full name in the subject line. Last day to apply: July 11th, 2025

SAJE IS AN AFFIRMATIVE ACTION EMPLOYER. BIPOC, WOMEN, AND LGBTQ CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY.

ABOUT SAJE

Since 1996, SAJE has been a force for economic justice in Los Angeles. We believe that all people have a right to the city, and that the future of neighborhoods should be decided by those

who dwell there. For over 25 years, we have worked side-by-side with our members to improve our community by advocating for tenant rights, healthy housing, and equitable development. We focus on housing policy because it is a root cause of economic and social inequality, shaped by decades of redlining, racial covenants, and most recently, predatory lending and foreclosure practices. Our work seeks to protect vulnerable communities from eviction, lockouts, and harassment, preserve existing affordable housing, and promote the production of additional affordable housing in new construction. Ultimately, our aim is to decommodify housing through the creation of permanent affordable housing, community land trusts, and public and social housing that prioritizes people over profits.