



SAJE (Strategic Actions for a Just Economy) is seeking a full-time **External Tenant Anti-Harassment Ordinance (TAHO) Program Manager/Administrator** to join our Tenant Rights team. The TAHO Program Manager/Administrator is responsible for fulfilling TAHO contracting and invoicing deliverables, working closely with community-based organizations (CBOs) and our lead contractor to issue and process invoices, track program expenses, and manage contracts and vendors. This position will also support TAHO program implementation.

The TAHO Program Manager/Administrator is part of a flexible internal service team and external programs team that sustains a set of practices that is scalable across each local team and the network as a whole. They will work alongside staff members responsible for both TAHO and Stay Housed LA (SHLA) program implementation. The successful candidate is well versed in Microsoft Excel, accounting standards and practices, and contract management.

This is an in-person position with a hybrid schedule. **This is a temporary position until March 31, 2026, with the possibility of extension.** All SAJE staff are expected to work in the office or field at least three days per week (usually 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.

RESPONSIBILITIES

- Project manage the TAHO Invoice process, which includes but is not limited to: tracking, processing, and revising invoices in collaboration with internal and external staffs (internal finance staff, service staff, subcontractors, external finance teams, etc.)
- Support communication between departments and organizations responsible for invoicing, both internal and external.
- Lead the tracking and storage of our TAHO program contracts.
- Support the design and revision of contracts as needed.
- Participate in strategic planning and annual program plan development in collaboration with TAHO program staff and partner leaders.
- Maintain long-term partner relationships and support TAHO's goal to meet mission and values while finding creative ways to make sure the program is effective and efficient.
- Support the build out of CBO partners' plans to progress and as well as program-wide growth plans.
- Support the management of TAHO vendors, including tracking progress on deliverables.

- Support the development of program standards for tenant navigation, outreach, and education.
- Support TAHO leadership staff in adaptive management of CBO subcontracts, monitor program progress, and guide, coach, and advise individual CBO partners. Co-steward a CBO program that is participatory, curious, collaborative and uses principles of co-governance to move work forward.

QUALIFICATIONS

- Minimum bachelor's degree. Three to five years of relevant work experience in the field of accounting or contract management will be considered in lieu of a degree.
- Minimum of one years' contract management experience
- Minimum of two years' experience in accounting or invoicing
- Strong organizational and project management skills
- Effective communicator, both written and verbal, with experience reaching diverse audiences. Experience giving presentations, facilitating meetings, and authoring advocacy letters and reports.
- Ability to work independently and in a team environment
- Alignment with SAJE's mission and values
- Demonstrated commitment to social, racial, gender, and economic justice
- Valid driver's license

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
- Organized and detail oriented; excellent time management skills and ability to prioritize work and strong capacity for independent and collaborative problem solving
- Supportive of SAJE's mission, vision, and policy positions
- Able to facilitate meetings and training with SAJE partners, staff, and members
- 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
- 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

MUST BE ABLE TO

- Communicate verbally in English; read and write well in English
- Use or learn to use widely available and commonly used software and to use a computer
- Do simple mathematics
- Use Excel or other spreadsheets
- Record and read data in databases
- Work well in teams and communicate effectively with other individuals
- Stand and walk for long periods of time
- Lift weights up to 50 pounds
- Carry on appropriate conversations, participate attentively in meetings and trainings, and develop productive professional relationships
- Perform a variety of duties even with distractions or interruptions, and adjust priorities quickly

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, salaried position. The salary range for this position is \$78,249.60 to \$80,828.80, plus benefits (including medical, vision, and dental) with two 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) Program Manager” and your full name in the subject line. Please apply by Friday, December 5th 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