



Outreach Specialist, Part-Time and Temporary through April - Mid December 2026

SAJE (Strategic Actions for a Just Economy) is seeking a part-time Outreach Specialist to join our Tenant Rights Team. SAJE's Outreach Specialist is primarily responsible for executing the South LA Eco-Lab Displacement Avoidance Project and deliverables as well as supporting SAJE's commercial tenant campaign work.

The Outreach Specialist will conduct direct outreach to Los Angeles-area residential and commercial tenants, especially those in underserved communities, through canvassing-door knocking, phone banking, and text banking in the South LA Eco-Lab project turf area. They will also connect residential and commercial tenants to county and city resources and make referral to legal services, and they will help staff and facilitate workshops and legal clinics.

The successful candidate for this position is interested in economic and housing justice, but they do not necessarily have to have an extensive background in these areas. The chief qualifications are: passionate about SAJE's mission and vision and a strong interest in helping community members facing eviction, unjust rent hikes, landlord harassment, and substandard living conditions and empowering them to take action to advocate for themselves! The successful candidate is thoughtful, empathetic, flexible, and takes initiative to help the team problem-solve, and who is excited to work in the community. They bring a keen attention to detail and to documenting their work, which is always accurate, up to date, and aligned with SAJE's mission, vision, and values.

This is a temporary part-time, in-person position, through Mid-December 2026.

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

- Support SAJE in executing the South LA Eco-Lab program by providing in-person and virtual services and workshops, including direct outreach, making referrals to attain community resources, and routinely recruiting residential and commercial tenants to attend South LA Eco-Lab workshops, legal clinics, and other SAJE events.
- Help plan, facilitate, and develop curriculum for regular South LA Eco-Lab workshops. Participate in and co-facilitate workshops. This may also include leading or participating actively in other SAJE workshops and community events.
 - Conduct member engagement and recruitment. This team member plays a critical role

in connecting tenants to South LA Eco-Lab Displacement Avoidance workshops, addressing their needs within our capacity, and inviting them to attend other SAJE programs and events.

- Conduct community outreach. This team member is in the field regularly, connecting with residential and commercial tenants through in-person outreach, phone calls, and text banking.
- Maintain clear records and documents to ensure residential and commercial tenants are connected to services and referrals.
- Regularly create work plans and reports using SAJE tracking systems to record and document work and tenant engagement.
- Participate in training events , retreats, and/or collaborations with other South LA Eco-Lab community-based events.

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

All SAJE staff are expected to work in the office or field at least three days per week. This position will require you to work Tuesdays, Wednesdays, and Fridays . This is a part-time, hourly position that will average 24 hours weekly, through Mid-December 2026. The pay for this position ranges from 25.75 to 30.40 per hour (based on experience).

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 "Part-time Outreach Specialist" and your full name in the subject line. **Last day to apply: March 17th, 2026.**

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.