

SAJE TAHO Enforcement Coordinator

Since leading efforts to enact a significantly strengthened Tenant Anti-Harassment Ordinance (TAHO) in the City of Los Angeles, SAJE has been working closely with local stakeholders in government and community-based organizations to implement an ordinance that we believe will be a powerful, enforceable resource for tenants facing harassment. As a TAHO Enforcement Coordinator at SAJE, you will be part of a five-person team tasked with coordinating SAJE's deliverables by conducting outreach, workshops, tenant navigation, and legal referrals to reach tenants experiencing harassment from their landlords.

This is a full-time, hybrid position. 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 our 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. 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.
- **Lead Peer-to-Peer Working Groups.** The TAHO Enforcement Coordinator will work with the Director of Policy and Advocacy 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.

- **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, facilitating and co-facilitating monthly 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.

SAJE Employment Requirements

General Responsibilities for all SAJE Staff:

- Manage calendar, set goals, and create a weekly work plan with supervisor.
- Demonstrate a strong commitment to social, economic, and racial justice.
- Support SAJE's mission, vision, and policy stances.
- Provide interpretation and translation from other languages, dialects, or language registers, as applicable to your skills and knowledge.
- Participate in all SAJE all-staff activities, including meetings, hearings, canvassing, fundraising, and other related tasks as assigned.
- **Perform other duties as assigned, based on the organization's needs.**

Qualifications for all SAJE Staff:

- **Communication:**
 - Must be able to communicate effectively verbally and in writing in English.
- **Technical Skills:**
 - Proficiency in or ability to learn widely used software and computer applications.
 - Ability to type accurately.
 - Ability to perform basic mathematical calculations.
 - Proficiency in or ability to learn programs in Microsoft Office Suite and Google Workspace.

- Ability to record and interpret data within databases.
- **Interpersonal and Teamwork Skills:**
 - Ability to work effectively in teams and communicate clearly with others.
 - Ability to engage in appropriate conversations, participate attentively in meetings and trainings, and build productive professional relationships.
- **Physical Requirements:**
 - Ability to stand and walk for extended periods.
 - Ability to lift and carry up to 50 pounds.
- **Professional Attributes:**
 - Demonstrated commitment to justice.
 - Ability to interact with community members in a warm and positive manner.
 - Flexibility in schedule and mindset, including availability for weekly evening commitments and weekend work.
 - Strong organizational and time management skills, with the ability to prioritize tasks.
 - Proven capacity for independent and collaborative problem-solving.
- **Health and Safety:**
 - **Vaccination Policy:** As a condition of employment, all SAJE employees are required to be fully vaccinated against COVID-19, including any recommended boosters (as of 2026-2027), and 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.
 - **Field Work:** Must be able to perform field work independently, when required.
- **Work Location:** This is a hybrid position. Full-time employees are required to work in the office on Tuesdays, Wednesdays, and Fridays.

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 \$33.29 - \$34.79/hour (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 "TAHO Enforcement Coordinator" and your full name in the subject line. Last day to apply: August 28, 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.