



Tenants Together

California’s Statewide Organization for Renters’ Rights

We are a nonprofit organization dedicated to defending and advancing the rights of California tenants to safe, decent and affordable housing. We work to improve the lives of California’s tenants through education, organizing and advocacy, sparking a statewide movement for renters’ rights.

Volunteer Position Description: Data & Tech

Contact: Lisa Richardson- Hotline Coordinator – lisa@tenantstogether.org

Interested volunteers must complete an application: <https://airtable.com/shrKrXjIFda21OaOj>

Component	Definition
Position Title	Data & Tech Volunteer/Intern
Purpose	Work on collaborative projects that will support the hotline and boost resource tools utilized to reach tenants throughout the hotline and other supportive spaces cultivated throughout the organization that will require data and technology reports and
Key Responsibilities	<p>Tenants Together in partnership with Stanford Legal Design Lab develop an SMS hotline tool, WiseMessenger, to add new functionalities to address the situation of tenants requiring specific know your rights resources. As a Data & Tech Team Volunteer your responsibilities will include but are not limited to:</p> <ul style="list-style-type: none"> • Inform and drive conversational/bot experience design strategy for a tenant-led experience program • Collaborate (and lead/facilitate collaboration) with Product Managers, Designers, Analysts and Developers throughout the discovery, design, and development process • Stay current on all the tools, principles, and practices in product design, prototyping and development, and drive for continuous improvement • Create procedures for effective data management • Formulate techniques for quality data collection to ensure adequacy, accuracy, and legitimacy of data • Establish procedures for data sharing and provide training • Support teams in use of data systems and ensure adherence to organization standards
Supervision	Reports to Lisa Richardson, Hotline Coordinator, available by email lisa@tenantstogether.org or send an individual SLACK message
Length of Appointment	6 months minimum
Time Commitment	10 hours per month minimum; Participation in ¾ of all team meetings.
Qualifications	Basic computer skills (i.e. zoom, email, calendar). Commitment to housing/racial/economic justice for all tenants in California. Bilingual



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	English/Spanish preferred. Ability to solve problems creatively, self-reflective, able to jump in and take initiative as needed.
Benefits	Opportunity to help build a statewide movement for tenants' rights; collaboration & networking with other movement leaders during weekly/monthly
Support Provided	Meet twice a month on 1st and 3rd Monday evenings of the month from 5:30 - 6:30pm PST One-on-one support and training from Hotline Coordinator, administrative support from Community Leadership Director