



United Community Housing Coalition  
2727 Second Ave, Suite 313, Detroit, MI 48201  
313-963-3310 | [www.uchcdetroit.org](http://www.uchcdetroit.org)

## Canvasser

### Job Description

The United Community Housing Coalition (UCHC) is seeking a dedicated and compassionate individual to serve as a Right to Council Outreach Canvasser. This role is part of UCHC's growing effort to advance housing justice and ensure equitable access to legal services for Detroit residents facing eviction.

In alignment with the City of Detroit's Right to Council ordinance, the Outreach Canvasser will conduct home visits to tenants who have been summoned to eviction court but may be unaware of their rights or options. The canvasser will play a critical role in bridging systemic gaps, helping residents receive timely, life-changing information about their cases, and connecting eligible tenants to free legal representation and support services.

This is a frontline opportunity to support our neighbors, reduce evictions, and uphold the principle that everyone deserves a fair chance to remain in their home.

### Responsibilities

- Responsibilities include, but are not limited to:
- Conduct home visits based on court dockets to reach Detroit tenants facing eviction, prioritizing urgency and dignity in every interaction.
- Educate tenants about their rights, the eviction process, and available legal protections under Detroit's Right to Counsel ordinance.
- Connect eligible individuals to legal services by gathering critical information and initiating timely follow-up.
- Collect and accurately document data for each outreach attempt, noting outcomes and barriers encountered.
- Build and maintain access relationships with subsidized and market-rate residential buildings to ensure outreach can be completed effectively.
- Collaborate closely with UCHC's legal, intake, and data teams to ensure coordinated support and follow-through for clients.
- Review court records to support strategic follow-up and contribute to evaluation of program outcomes.
- Maintain organized records and documentation in a timely and confidential manner.
- Participate in outreach team meetings, cross-departmental planning, and ongoing training.
- Contribute to program improvement through feedback and involvement in operational planning.
- Other duties as assigned.

### Requirements

The successful candidate will believe in UCHC's mission and demonstrate a passion for driving the organization's growth. They will also have:

#### Education & Experience

##### Minimum Requirements

- High school diploma or GED required.
- Valid driver's license, proof of insurance, and access to a reliable vehicle.
- Ability to work outdoors in various weather conditions and enter buildings that may not be ADA-compliant.

##### Preferred Experience:

- Prior experience with canvassing, community outreach, or housing advocacy strongly preferred.



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- Familiarity with Detroit neighborhoods and communities.
- Knowledge of the eviction process or housing-related legal systems.
- Lived experience with housing insecurity or systems navigation is valued.

### Personal Characteristics

- Strong verbal communication and interpersonal skills; ability to talk with residents respectfully and clearly.
- Comfortable working independently while maintaining close communication with the outreach team.
- Ability to use spreadsheets, apps, and database tools for tracking outreach and collecting data.
- Organized and responsive in completing documentation and follow-ups.
- Problem-solving mindset with the ability to respond to complex personal and situational needs.

### **Job Specifics**

Department: Legal Services Coordination

Job Type: Full-time, non-exempt. Hourly rate commensurate with experience.

- Schedule: 9:00 a.m. – 5:00 p.m., Monday-Friday. Occasional evening or weekend hours may be required for community events or time-sensitive outreach.

### **Employment Benefits**

- Employer-contributed medical, dental, vision, short-term & long-term disability, and group life insurance, with HMO and PPO options available. A 403(b) retirement savings plan is also offered.
- Generous PTO program
- Generous holiday program
- A focus on work/life balance

Interested candidates should send a resume, an employment application, cover letter, and three references to [employment@uchcdetroit.org](mailto:employment@uchcdetroit.org)

### **About UCHC**

The United Community Housing Coalition (UCHC) is a nonprofit comprehensive housing assistance organization, which has provided a variety of housing-related services to Detroit's low-income residents since 1973.

The organization has worked with tenants, homesteaders, homeowners, the homeless, community organizations rebuilding neighborhoods and providing affordable housing, religious, civil rights, labor and housing advocacy organization to improve, preserve and expand affordable housing opportunities for low-income Detroiters.

Because of its long history and significant expertise as a comprehensive housing services provider in Michigan, the organization is frequently asked to provide advice to other organizations in communities across Southeast Michigan.

All services are provided to income-eligible families and individuals free of charge.

*United Community Housing Coalition provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, United Community Housing Coalition complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including but not limited to recruiting, hiring, placement, promotion, and termination. Consistent with state and federal laws, UCHC is committed to maintaining a workplace free from the abuse of drugs and alcohol.*