



Job Announcement - Program Coordinator (Full-Time)

Duties and Responsibilities:

- Work with the East Harlem/El Barrio Community Land Trust board, non-profit developer, community partners, and building residents to implement development of additional projects to be included in the EHEBCLT;
- Represent the CLT in relevant meetings and community events;
- Manage all fiscal activities and business accounts;
- Handle all payroll, insurance, petty cash, track expenditure records, process reimbursements, oversee payables and vendor contracts;
- Oversee all administrative activities of the EHEBCLT;
- Create organizational systems such as a database to manage contacts;
- Assist with establishing other funding sources and submitting proposals and reports, create calendar of important dates for all proposals and reports. Maintain continuous communication and relationship with donors and partners;
- Promote tenant participation and develops trainings on various aspects of the project in conjunction with developers to expand tenant participations in decision making;
- Engage with community board, elected officials, allies and HPD to develop support for our projects;
- Increase visibility and support of the EHEBCLT throughout our catchment area and city wide;
- Participate in the growing citywide CLT movement;
- Attend meetings, conferences, and other events on behalf of the EHEBCLT;
- Educate HDFC shareholders and residents in other buildings about the EHEBCLT model about the potential benefit for them to join the EHEBCLT;
- Update, create and distribute educational materials and ensure cultural and language relevance; and
- Supervise staff, including but not limited to organizers and administrative staff.

Qualifications: A minimum of 2 – 4 years community based experience such as work with Community Land Trust, housing organizer or advocate. Some travel and weekend hours required. Public Speaking and excellent writing skills are a must. Bilingual Spanish/English is an asset.

To Apply: Please send cover letter, writing sample and resume to info@ehbclt.nyc.

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