



Development Coordinator Community Development Project at the Urban Justice Center

The Community Development Project at the Urban Justice Center (CDP) seeks a Development Coordinator to manage a city-funded contract to provide housing legal services to low-income tenants in target neighborhoods in all five borough of NYC. The legal services are delivered through a consortium of 13 legal service organizations, which are a part of LEAP, a membership organization comprised of civil legal services providers. This position will be responsible for ensuring timely reporting and invoicing, providing administrative and programmatic support for the LEAP consortium's housing work, and contributing to general development and fundraising efforts as a member of CDP's Development Team.

Responsibilities and Duties:

Contract Management Anti-Harassment Tenant Protection (AHTP) LEAP

- Prepare and submit timely reports to funder; both for CDP and consortium-wide
- Develop systems for tracking contract requirements and new initiatives, as needed
- Assist with communication of contract requirements and updates to CDP staff and subcontractors to ensure contract requirements are met
- Provide administrative and program support, such as publicizing and coordinating regular legal trainings for coalition members, updating the coalition's website, assisting in publicizing the work, and tracking case referrals.
- Attend bi-monthly coalition meetings
- Regularly communicate with CDP's housing practice area for efficient case tracking/reporting
- Review and process invoices from subcontractors
- Assist with funder site visits and audits

Work within CDP

- Attend regular CDP Development Team meetings
- Participate on CDP committees and in overall CDP governance and operation
- Assist with CDP's CDPs fundraising efforts
- Assist in other CDP contract management on an as needed basis

Qualifications/Skills:

- Highly organized and detail oriented
- Ability to juggle multiple tasks at once
- Ability to work on deadline
- Strong computer skills
- Strong writing skills
- Ability to work both independently and collaboratively
- Interest in, experience with and/or commitment to grassroots efforts working towards social justice

About the Community Development Project:

The Community Development Project provides legal, participatory research and policy support to strengthen the work of grassroots and community-based groups in New York City to dismantle racial,

economic and social oppression. We partner with community organizations to win legal cases, publish community-driven research reports, assist with the formation of new organizations and cooperatives and provide technical and transactional assistance in support of their work towards social justice. To learn more about CDP, visit cdp.urbanjustice.org.

The Community Development Project is an equal opportunity employer. CDP encourages applications from people with diverse backgrounds, including women, people of color, immigrants, people with disabilities, LGBTQ people, people from low income backgrounds, and people with personal experience with the criminal justice system. We strongly encourage applications from people with lived experiences in the communities we serve.

This is a bargaining unit position represented for collective bargaining purposes by the National Organization of Legal Services Workers, UAW, Local 2230.

Application Instructions:

Interested applicants should send a resume and cover letter by e-mail to cdpjobs@urbanjustice.org, attn: April Herms. The subject line of the email must include: "Development Coordinator." Applications must be received by July 9, 2017 and will be considered on a rolling basis.