



Anti-Harassment Tenant Protection Program Coordinator Community Development Project at the Urban Justice Center

The Urban Justice Center Community Development Project is seeking an experienced Program Coordinator to oversee the operation and administration of 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.

Job responsibilities include:

Oversee Programmatic Work and Coordinate Consortium:

- Oversee the LEAP consortium's work under the HRA Anti-Harassment Tenant Protection contract as directed by CDP Management. Such oversight includes:
- Convening and leading regular meetings of participating LEAP organizations to review contract progress and provide guidance as needed;
- Monitoring organizations' work and caseloads to ensure contract numbers are met and providing guidance on contract and programmatic requirements;
- Ensuring staff and volunteer awareness of applicable ethical rules across organizations;
- Training and mentoring staff and volunteers to ensure professional development and competency in work being performed;
- Conducting formal reviews of each agency's work in accordance with contract requirements;
- Providing regular training and support to organizations participating in this program;
- Communicating with CDP Director regarding work being done by each organization, including performance concerns;
- Potential collaboration with LEAP organizations to look for larger litigation and impact litigation opportunities;
- Facilitating co-counsel litigation when possible;
- Collaborating with HRA and OCA (Office of Court Administration) on case referrals, programmatic work, reporting, and new initiatives;
- Liaising with other city-wide legal service providers on issues related to the anti-tenant harassment and displacement issues;
- Supervising and/or collaborating with CDP staff who are monitoring the consortium's day to day operation and work, and handling fiscal and programmatic reporting to HRA.

Contract Monitoring, Reporting and Invoicing

- Tracking contract requirements to ensure that each organization is meeting its target numbers and that funding commitments are met;
- Collaborating with CDP staff to prepare and submit regular performance reports and fiscal invoices to HRA;
- Advising CDP staff and other subcontractor organizations about recordkeeping and data entry requirements related to these funding commitments.

Work Within CDP

- Meet regularly with the CDP Development and the CDP Tenants Rights and Housing Justice Teams;
- Participate on CDP committees, and in overall CDP governance and operation;
- Support CDP fundraising and grant-management efforts, including working at fundraisers, meeting with potential funders, and helping with grant reporting requirements.
- Engage in advocacy and coalition work on behalf of community partners, including lobbying of government officials.

Desired Qualifications:

Applicants must have experience managing government funding contracts and supervising or working collaboratively with staff who work on these contracts, and will preferably also have experience coordinating coalitions. Preference will be given to applicants who have experience in civil legal services, particularly in the area of landlord-tenant law. The successful candidate will be highly organized, have strong writing and analytical skills, relevant background and experience, and a demonstrated ability to work with diverse populations. A JD degree and admission to the New York State Bar is desirable, but not required.

About LEAP:

LEAP is a membership organization comprised of direct civil legal services providers. We work collaboratively to increase the availability of quality civil legal services for low income persons in New York City. For more on Leap, visit <http://leap-ny.org/>

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.

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: "LEAP Program Coordinator." Applications must be received by July 9, 2017, and will be considered on a rolling basis.