



JOB ANNOUNCEMENT

PROGRAM MANAGER, SMALL BUSINESS SUPPORT PROJECT, COMMUNITY AND ECONOMIC DEVELOPMENT PROGRAM

Brooklyn Legal Services Corporation A (Brooklyn A) seeks a Program Manager to oversee the operation and administration of the Small Business Support Project of its Community and Economic Development (CED) Program.

For almost 50 years, Brooklyn A has provided free legal services for low-income residents and organizations primarily located in North and East Brooklyn, pursuing a neighborhood based mission of justice, empowerment and community development. For over four decades, Brooklyn A has sustained its CED Program, representing hundreds of non-profit community based organizations (CBOs) and community development corporations (CDCs) in low-income neighborhoods. Our CED attorneys provide CBOs and CDCs with ongoing, comprehensive legal counsel in their daily operation and functioning and at all stages of project and program development. With our CED attorneys' assistance, our clients are able to increase their organizational strength, the effectiveness of the services they deliver, and their ability to meet their community's needs. In summer/fall 2017, Brooklyn A plans to launch its Small Business Legal Support Project which will broaden the scope of its CED Program to include transactional representation of small businesses. Brooklyn A's Small Business Support Project will initially be focused on launching a Commercial Leasing Assistance Program (CLAP). Through the CLAP, Brooklyn A will be partnering with two other non-profit legal service providers to represent small businesses in all five boroughs. This legal consortium will also work with a number of CBO sub-contractors and other partners to assist with outreach, education and organizing to and amongst small businesses. The position reports to the Director of the CED Program and will work closely with the Chief Financial Officer/Chief Operating Officer.

The CED Small Business Legal Support Project Program Manager's duties and responsibilities will include, but not be limited to:

- **Oversee Programmatic Work and Coordinate Partnership:**
 - Oversee the partnership's work under the contract as directed by Brooklyn A
 - Liaison to the NYC Small Business Services, the contracting agency administering the contract
 - Convening and leading regular meetings of contract partners to review contract progress and provide guidance as needed
 - Monitoring partners' work and caseloads to ensure contract numbers are met
 - Conducting formal reviews of each partners' work in accordance with contract requirements
 - Providing regular training and support to partners
- **Contract Monitoring, Reporting and Invoicing**
 - Tracking contract requirements to ensure that each partner is meeting its target numbers and that funding commitments are met
 - Work with partners to prepare and submit performance reports and fiscal invoices
 - Advising partners about recordkeeping and data entry requirements related to these funding commitments
- **Intake/Outreach Coordination**
 - Coordinate and plan outreach and educational activities with partners across five boroughs
 - Ensure appropriate staffing and coordinate logistics at outreach and educational events

building communities, ensuring opportunity, achieving justice

- Coordinate intake and reporting system that all partners will utilize
- Ensure that partners follow agreed upon procedures and systems
- Pro Bono Coordination and Brooklyn A Development
 - Coordinate the use of and engagement with pro bono attorneys and law students/fellows at Brooklyn A
 - Ensure the consistent maintenance of Brooklyn A's case files (electronic and hard-copy)
 - Input Brooklyn A client and case information into its case management system
 - Participate in writing newsletter articles and other PR materials
 - Attend and participate in relevant community meetings and events

Candidates must have relevant interest, experience, skills and commitment. Applicants must have the following qualifications:

- Four-year undergraduate degree from an accredited college or university
- At least three (3) years' of prior project management experience, especially with commercial real estate
- Experience working with low- to moderate-income individuals and/or small business owners
- Strong reporting and recordkeeping skills, including the ability to synthesize lots of quantifiable and qualitative data into clear, plain language and readable charts and checklists
- Have excellent organizational and interpersonal skills
- Have effective communication skills, including the ability to work with consortium staff attorneys, pro bono partners, and small business owners with limited legal knowledge
- Ability to work independently and collaboratively; to manage intake and reporting of a high case load; to manage and meet deadlines; and to be flexible
- Computer proficiency sufficient to independently review and generate materials relevant to the position as well as track client information in our database, prepare reports for grantors, attend meetings, and perform administrative tasks related to the work, such as case intake and management
- Demonstrated ability to effectively communicate with individuals from diverse backgrounds

Applicants possessing the following qualifications will be viewed favorably:

- Fluency in languages relevant to our clients, especially Spanish
- Juris Doctorate from an accredited law school
- Demonstrated knowledge of the commercial leasing landscape for small businesses in New York City
- Experience working with low- to moderate-income individuals and/or small business owners
- Demonstrated ability to work with diverse populations and to foster cultural competency both personally and organizationally, as potentially demonstrated, for example, through present or past residence or work in our clients' communities or similar communities
- Commitment to public interest work and furthering neighborhood based community development in low-income communities
- Prior experience participating in a government-funded program with an eligibility-determination component

Brooklyn A is an equal opportunity employer. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, religion/creed, color, national origin, sex, age, disability, sexual orientation, military status, predisposing genetic characteristics, victim of domestic violence status or marital status.

Salary will be commensurate with experience; competitive health care and other benefits will be provided.

Applications will be considered on a rolling basis. To apply, please submit a cover letter and resume (preferably as a single PDF named as follows: "LastName_FirstName_CED_PM_Small_Business.pdf") to:

Human Resources

Brooklyn Legal Services Corporation A

E-mail: bkajobs@bka.org

Please put "CED Small Business Program Manager" in the subject line