



POSITION ANNOUNCEMENT

Program Coordinator, Community and Economic Development Program Brooklyn, NY

Company Overview:

Since 1968, Brooklyn A has provided free legal services for low income residents of Brooklyn, pursuing neighborhood-based mission of justice, empowerment and community development. For over half a century, we have utilized an array of legal and advocacy strategies—community organizing, affirmative civil rights litigation, and eviction defense to defend the rights of individuals and families. Collaboration with the city, state, and federal officials to enforce housing laws and develop legislative solutions is also an integral part of our strategy.

The Community and Economic Development (CED) Program provides transactional legal counsel to nonprofits and small businesses that sustain and empower low-income communities. We help small businesses on commercial lease matters.

The Opportunity:

Brooklyn Legal Services Corporation A seeks a CED Program Coordinator who will be for intake screenings, referrals to external partners and coordination of partner, data inputting and review, and community outreach and educational activities. They will liaise with the NYC Small Business Services and other partners and provide reports to support contracts. The Program Coordinator will help advance economic justice within historically marginalized communities and promote equitable economic development by facilitating the provision of legal services to community small businesses. In addition, they will work directly with community-based organizations (CBOs) and other external stakeholders to develop, coordinate, support, and attend webinars, events, clinics and other activities related to commercial lease education and advocacy for small business participants in targeted neighborhoods.

To be successful in this role, you must have a Bachelor's Degree, at least 4 years' experience in project management in the nonprofit sector and a passion for helping low to moderate income individuals and/or small business owners seek legal representation. As a valued team member, you will have a direct impact on our clients and must be driven by principles of diversity, equity and inclusion.

The most important competencies for the role are:

- Excellent interpersonal skills and demonstrated ability to effectively communicate with individuals from diverse backgrounds, local organizations, elected officials, and attorneys;
- Demonstrated ability to interact with low to moderate income individuals and/or small business owners of different races, ethnicities, ages, and sexual orientations with a commitment to diversity, equity and inclusion;
- Excellent writing skills in English, bi-lingual Spanish preferred;
- Ability to work independently with strong motivation to manage a high-volume intake program;
- Computer proficiency in Microsoft Word, Excel, PowerPoint and familiarity with client management systems;
- Maintain up-to-date client information in Brooklyn A's and the funder's case management systems to ensure accurate data collection and statistical tracking;
- 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;
- Demonstrated knowledge of the commercial leasing landscape for small businesses in New York City, a plus.

building communities, ensuring opportunity, achieving justice

How to apply:

If you are interested in this position, you must submit your resume and a cover letter telling us why your experiences would make you a good fit for this role a resume, three (3) references, and a writing sample to bkajobs@bka.org; please put *CED Program Coordinator* in the subject header. Please title attachments with your first and last name ("Jane_Doe_Resume andCoverLetter.pdf."). Only applications that include all requested documents are considered.

Note: Unfortunately, because of the volume of applications we receive, we aren't able to give status updates, but if you are invited for an interview, you will be contacted directly.

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, gender, age, disability, sexual orientation, military status, predisposing genetic characteristics, victim of domestic violence status or marital status.