



East New York Community Land Trust
2966 Fulton St., Brooklyn, NY 11208
staff@eastnewyorkclt.org
(646) 335-5973

Position Announcement: Community Land Trust Stewardship Coordinator

[East New York Community Land Trust](#) (ENYCLT) is a 501(c)(3) non-profit organization founded and led by longtime East New York and Brownsville residents for the purpose of fighting displacement by taking collective ownership of land. We will govern the land democratically so that it stays permanently and deeply affordable and always serves the wishes and needs of our low-and-middle income Black and brown community.

Job Description:

In order to fight displacement, ENYCLT is working to purchase residential buildings in East New York and Brownsville and help the tenants become the owners of their apartments. We are looking to hire a CLT Stewardship Coordinator to oversee the rehab and operating budgets for the buildings post-acquisition and coordinate with the tenants and property management company to ensure an efficient flow of services. The Stewardship Coordinator will also work with the tenants to build their skills and capacity for ownership and make sure that all of the legal and administrative requirements are met for the ownership conversion. We will teach the Coordinator how to manage the ownership transition process; we do not expect them to come in with this experience but we do expect them to be motivated to learn.

Principal duties of the Stewardship Coordinator will include:

- Draft, revise, and regularly update rehab and operating budgets for ENYCLT properties post-acquisition in close collaboration with our non-profit developer partner, Cypress Hills Local Development Corporation.
- Collaborate with funders, architects, attorneys, environmental consultants, representatives of public agencies and contractors
- Oversee the rehab process with architects, consultants and contractors
- Handle ongoing monitoring, requisition and compliance
- Work closely with the tenants and the property management company they select to ensure the ongoing management of each building
- Work with ENYCLT's Campaigns Director to identify new funding sources, conduct feasibility analyses (including financial analyses) and prepare applications for funding
- Work with the Campaigns Director to write, draft and edit real estate development grant proposals and funding reports; develop relationships with potential affordable housing and real estate development funders
- Perform other duties as assigned.

We will teach the Stewardship Coordinator how to assume to the following duties:

- Develop, coordinate, and deliver trainings related to ownership readiness for residents converting to deeply affordable condominium ownership and limited-equity housing cooperatives



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- Work with ENYCLT attorneys and residents to meet the legal and administrative requirements related to condo and co-op conversions
- Meet with households and individuals on a one-on-one basis to develop personalized plans for ownership, credit counseling, and other areas of support
- Serve as primary contact for all CLT residents on issues related to ownership conversions, ownership sustainability, and the self-management of their buildings.
- Identify external partnerships, trainings, and opportunities to support ENYCLT resident leadership development and skill building
- Maintain ENYCLT's property and household records in our database

Required Qualifications:

- Bachelor's degree in related field OR equivalent training AND at least 2 years of professional work experience in project, asset and/or construction management, housing and community development
- Strong problem-solving and critical thinking skills in addition to exceptional written and verbal communication skills with an attention to detail
- Strong basic math and spreadsheet skills for budgeting and expense tracking
- Mission and Values Alignment: Must believe in the importance of collective ownership and governance of land by the Black and Brown people of East New York and Brownsville

Preferred Qualifications:

- Familiarity with the structure and operation of community land trusts
- Experience with community organizing, resident services, group/cooperative processes, financial counseling or homebuyer education
- Fluency in Spanish and/or Bangla

Details

Hours: Full-Time (35 hours/week)

Salary Range: \$75,000 - \$90,000 dependent on experience.

Benefits: Medical, dental and vision coverage

Hybrid work schedule: There is flexibility but we expect you to work from the office two days a week and attend in-person tenant meetings on weeknights as well as in-person CLT events held on weeknights and weekends in East New York and Brownsville. Our office is in East New York at 2966 Fulton St, Brooklyn, NY 11208.

Apply:

Please submit a cover letter and resume describing your interest in and qualifications for the position to staff@eastnewyorkclt.org with "CLT Stewardship Coordinator" in the subject line.

Please also indicate in your cover letter where you heard about the position. A reference check



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will be required prior to any job offers being made.