



The Flats Community Land Trust (CLT) Coordinator

BROOKLYN LEVEL UP (BKLVLUP) | EAST FLATBUSH, BROOKLYN, NY (HYBRID WITH LOCAL IN-PERSON RESPONSIBILITIES)
FULL-TIME | SALARY: \$65,000/YEAR, COMMENSURATE WITH EXPERIENCE AND POTENTIAL FOR GROWTH |

START DATE: FALL 2025 (FLEXIBLE FOR THE RIGHT CANDIDATE)

ABOUT BKLVLUP

Brooklyn Level Up (BKLVLUP) is a nonprofit community development corporation/social impact lab focused on community-driven development in East Flatbush, Flatbush, and Flatlands ("The Flats"). Through our Flats Community Land Trust, we work to preserve and develop affordable housing, commercial spaces, and communal gathering places while fostering collective land stewardship and civic engagement. The Flats CLT is one arm of BKLVLUP's holistic mission— which also includes The Collective which supports local small business owners and Cultivate our environmental justice program initiative—ensuring that the Flats communities thrive on their own terms.

POSITION OVERVIEW

BKLVLUP is hiring a mission-driven, community-centered organizer and builder to coordinate the growth of our Flats Community Land Trust—helping shape a model for equitable land stewardship in East Flatbush, Flatbush, and Flatlands.

The Flats CLT Program Coordinator will work collaboratively with residents, partner organizations, legal and technical service advisors, and the internal BKLVLUP team to strengthen the foundation of the Flats Community Land Trust while integrating this work into BKLVLUP's broader mission. The Coordinator will report directly to BKLVLUP's Founding Executive Director. This role is ideal for someone who thrives at the intersection of grassroots organizing, land justice, urban policy, and creative civic engagement. Comfortable with fluidity and experimentation, the Coordinator will operate within an innovation-oriented nonprofit that designs community-driven solutions based on lived experience, collective memory, and future-facing visioning.

KEY RESPONSIBILITIES

COMMUNITY ENGAGEMENT & MEMBERSHIP BUILDING

- Organize and facilitate monthly CLT meetings to foster participatory governance and democratic decision-making
- Conduct targeted community outreach, particularly with homeowners, tenants, and small business owners, to increase participation in and awareness of CLT initiatives
- Design and implement culturally responsive outreach strategies to engage Caribbean, Latinx, immigrant, youth, and senior populations
- Develop feedback loops (surveys, listening sessions, pop-up activations) to ensure residents are co-creators, not just participants
- Work alongside BKLVLUP interns to integrate youth leadership in CLT organizing
- Support intergenerational engagement, ensuring seniors and youth are actively involved in land trust planning, acquisition prioritization, and other CLT activities

- Table and network at local events as well as present at community meetings to recruit CLT members and spread awareness about other BKLVLUP initiatives

COMMUNITY MAPPING, STORYTELLING, & DATA COLLECTION

- Help coordinate content collection of oral histories, video narratives, and spatial data for BKLVLUP's community mapping tool
- Collaborate with various community partners and residents to collect oral histories, resident narratives, and video documentation that identify neighborhood assets and supports CLT initiatives
- Organize participatory research efforts to identify and assess priority sites for community ownership

STRATEGIC DEVELOPMENT, POLICY & LAND ACQUISITION

- Support the development of a strategy for land acquisition, including identifying properties, funding sources, and potential partnerships
- Help explore other innovative ownership models such as commercial land trusts, cooperative developments, and cultural corridors
- Collaborate with BKLVLUP's policy advocacy efforts related to zoning, commercial/residential tenant protections, and affordable housing legislation
- Work alongside legal and technical advisors to develop land stewardship models that align with community priorities

PROJECT & GRANT MANAGEMENT

- Assist in grant research, writing, program evaluation, reporting and tracking of deliverables related to CLT development and programming, as well as other BKLVLUP funding opportunities
- Help integrate CLT initiatives into BKLVLUP's broader work, including economic justice, environmental sustainability, and small business support

CAPACITY BUILDING & PROFESSIONAL GROWTH

- Participate in relevant training programs, cohorts, and leadership development opportunities to enhance skills in CLT governance, community wealth-building, and land policy

CROSS-INITIATIVE COORDINATION

- Participate in interdisciplinary planning with BKLVLUP's Entrepreneurship Collective, Cultivate environmental justice programming and other emerging work
- Represent the CLT in community coalitions, public meetings, and strategic collaborations

QUALIFICATIONS

- Strong commitment to community-led development, racial/economic justice, and collective land ownership
- Lived experience/connection to East Flatbush, Flatbush, and/or immigrant/Caribbean communities is strongly appreciated
- Experience in grassroots organizing, outreach, housing justice work or civic engagement.
- Strong facilitation and public speaking skills, with the ability to convene diverse stakeholders.
- Familiarity with community land trusts, zoning, housing cooperatives, or land-use policy (preferred but not required)
- Proficiency with tools we use such as Canva (content creation), Airtable, Salesforce (CRM platform), Monday.com (program management), Google Workspace, Zoom, social media platforms and/or comfort learning new AI/tech tools for operations, mapping, and grant-writing is a plus
- Experience with GIS mapping, participatory research, or data collection is a plus.
- Experience in policy advocacy, zoning education, or community-driven research is beneficial.
- Multilingual (Haitian Creole and/or Spanish) is a plus

COMPENSATION & BENEFITS

- Starting salary range: \$65,000/year
- Health Reimbursement Arrangement to cover health insurance and other health expenses
- Retirement 403b Plan with a 3% match from us to your account
- Flexible, community-centered work environment with hybrid scheduling
- Opportunities for funded professional development to help shape leadership within the CLT
- Room for growth and increased responsibility as the CLT evolves into a more formalized entity

HOW TO APPLY

We value lived experience and a deep commitment to community. Applicants from East Flatbush, Flatbush, Flatlands, or similar communities are especially encouraged to apply. Don't meet every single qualification but excited about our mission? We encourage you to apply if you can confidently grow into the role. Please email a cover letter and resume to info@bkvlvlup.org with "CLT Coordinator" in the subject line. Applications will be reviewed on a rolling basis.