

2/28/26



JOB DESCRIPTION

Cooper Square Community Land Trust - Program Manager

TERMS:

Time: 12 months; extendable based on funding availability

Type: Hybrid As Needed

Reports to: CLT Board

JOB OVERVIEW:

The Community Land Trust (CLT) Manager will oversee key initiatives aimed at maintaining affordable housing, promoting community organizing, and fostering leadership among residents. This role will support the Cooper Square CLT's mission of stabilizing housing and preventing speculation, while coordinating efforts to expand land protection and engage the community. The Manager will manage resources, organize events, and liaise between residents, leadership, stakeholders and the wider NYC-area CLT Community.

KEY RESPONSIBILITIES:

Community Engagement (75%)

The Work:

Lead organizing efforts to reinvigorate resident participation and self-governance in the Mutual Housing Association (MHA), with a focus on encouraging leadership among younger residents and promoting multigenerational involvement. Plan community sessions that gather input and facilitate discussions on the future of the CLT. Develop and strengthen relationships with building leadership, local stakeholders, and our larger community. Create and implement surveys and other tools and resources to measure knowledge and sentiments of CLT and ultimately increase shareholder participation in activities.

Financial Oversight: (20%)

The Work:

Monitor and reconcile CLT income and expenses to ensure budget compliance. Collaborate with a fiscal consultant to coordinate handover and continue to ensure accurate financial reporting; may also include communication with city agencies and city council. Research and apply to funding opportunities including grants, and other funding strategies that will ensure the financial security of the CLT. Develop a plan based on learnings from community engagement on how to financially sustain CLT.

Administrative (5%)The Work:

Manage misc. administrative tasks including setting up the CLT Zoom account and coordinating the CLT's monthly meetings. This coordination includes taking notes, keeping the meetings on time, and sending attendance reminders.

COMPENSATION & BENEFITS:

Salary- \$73,000

Health & Wellness: Staff is responsible for obtaining personal health insurance

Paid Time Off: 15 Days in addition to Federal Holidays

Benefits: Paid Family Leave, Disability Insurance, and Worker's Compensation

HOW TO APPLY

Please submit your resume and a brief cover letter by March 20th, 2025 to Larissa Ho via email to lho4392@gmail.com