

NEIGHBORHOOD HOUSING SERVICES OF NEW YORK CITY, INC.

JOB POSTING

Job Title: Program Coordinator – TIL/ANCP/HDFC (Temp-Perm)

Reports to: Director of Homeownership Services

Overview: Neighborhood Housing Services of New York City (NHSNYC) through financial empowerment and affordable lending enables individuals and families to invest in, preserve and improve their neighborhoods, their homes and their future. Working in partnership with the private sector, government agencies and local residents and businesses, we offer a wide range of services based on the needs of each individual community we serve, including financial and homeownership education, loan origination and mortgage facilitation to support the attainment and sustainability of homeownership for underserved New Yorkers. Our ultimate goal is to support the realization of the best quality of life possible for each New Yorker, starting with a stable home.

The Program Coordinator will support tenant associations and existing low-income housing cooperatives (TIL, ANCP, HDFC) through technical, organizational, and financial planning assistance. The Program Coordinator will assist the tenant associations to develop skills to become successful co-ops, monitor existing co-ops to ensure compliance with City regulations, and will develop a strong knowledge of limited-equity cooperative By-Laws, Net Lease Agreements, Compliance and Regulatory Agreements, and rules governing financial reporting, building maintenance, rent collection, meetings, and elections.

Responsibilities

- Conduct assessments of the needs of tenant associations and co-ops and help develop strategies to identify problems, clarify goals, and assist in the implementation and communication of the strategies to meet the goals.
- Attend meetings at the buildings to monitor elections and address specific issues and keep co-op boards and shareholders informed of progress and tasks that need to be performed.
- Conduct effective outreach to all building residents throughout the program.
- Develop opportunities for promoting communication, participation, and cooperation among residents across the entire program portfolio.
- Creating PowerPoint presentations to facilitate small and large group trainings virtually.
- Promptly prepare accurate and informative reports on all site visits and technical advisory sessions and file the reports with the Director and update the database.
- Provide technical assistance to tenant associations, co-op boards, and shareholders in the form of workshops, seminars, group, and individual meetings, and/or telephone communication.
- Provide assistance to tenant associations and co-op boards on a variety of issues, including building management, rent (maintenance) collection strategies, budget preparation, contractor selection, etc.
- Assist co-op boards and other shareholders in organizing effectively to improve the performance of their co-ops. Work with the co-op boards, tenant associations, shareholders, Management Companies, accountants, and attorneys. Offer information and referrals tailored to specific issues, problems, and needs.
- Attend meetings at the buildings to monitor elections and address specific issues and keep tenant associations, co-op boards and shareholders informed of progress and tasks that need to be performed.
- Conduct effective outreach to all building residents throughout the program. Develop opportunities for promoting communication, participation and cooperation among residents across the entire program portfolio.
- Promptly prepare accurate and informative reports on all site visits and technical advisory sessions and file the reports with the Director and update the database.

Qualifications and Requirements

- College Degree preferred and should have project management skills.
- Ability to maintain effective professional relationships with residents and leaders of tenant associations, limited-equity cooperatives, property managers, and government officials.
- Strong quantitative analysis skills and familiarity with real estate financial management practices.
- Experience in housing, property management, building maintenance and/ or tenant organizing.
- Experience working with low-to-moderate- income populations, and/or community outreach.
- Proficient in using technology (Microsoft Word and Excel) for communication and as a financial management reporting tool.
- Background or experience in education or training helpful.
- Required to work evenings and one Saturday a month. Flexible work hours available to accommodate evening/weekend hours.
- Travel throughout New York City will be required.
- Bilingual English/Spanish a plus!!

NHSNYC is an Equal Employment Opportunity

Starting salary: Commensurate with experience

Closing Date: TBD

Send Resume and Cover Letter with salary requirements to:

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