



Position Title: Housing Program Coordinator

Full-time position

Reports to the Director of Programs

About Rebuilding Together NYC

Founded in 1998, Rebuilding Together NYC (RT NYC) is a nonprofit organization that transforms the lives of low-income New Yorkers by improving the safety and health of their homes and revitalizing our communities. We provide free critical home repairs, accessibility modifications, workforce training and development, and community center renovations for low-income persons and nonprofit facilities throughout New York City. For more information, please visit www.rebuildingtogethernyc.org.

Overview of Position

The Housing Program Coordinator is responsible for the administration of Rebuilding Together NYC's various safe and healthy housing programs, including critical home repair, accessibility modification, and veteran-specific initiatives.

Job Responsibilities

- Serve as the main point of contact for applicants to our critical home repair and accessibility modification programs.
- Assist applicants in the completion of their applications and relay information about services and eligibility in person and by phone.
- Oversee the applicant intake process; receive and process applications on our client database (Salesforce), review for eligibility, and communicate program status to applicants.
- Liaise between applicants, case managers, and the Construction Department to schedule home assessments for program applicants.
- Draft opening and closing paperwork as required by program funders, process property filings upon project completion, and correspond with project managers at funding agencies around specific projects and program grants.
- Create reports for funders, community partners, and other program stakeholders.
- Create program materials for outreach and social media purposes.
- Attend community meetings and present on behalf of our programs and services.

- Refer clients to alternative social service providers, community and advocacy groups as needed.
- Follow up with clients after project completion to ensure their satisfaction with the work performed and confirm residence.
- Maintain government documents for clients served, including Property Maintenance Declarations, Note and Mortgages, and Promissory Notes.
- Represent Rebuilding Together NYC in a professional manner at all times.
- All staff members at various times may be asked to assist with site setup and volunteer leadership.

Qualifications

- Commitment to the mission of Rebuilding Together NYC
- Commitment to social justice, housing equity, and the preservation of affordable housing
- Bachelor's Degree in a social services field or equivalent work experience
- Organized and adept at multi-tasking, detail oriented
- Excellent communicator, both written and verbal
- Strong interpersonal skills
- Ability to work collaboratively and independently
- Proficiency in Microsoft Office, Adobe, and internet use
- Experience with Salesforce a plus
- Familiarity with New York City housing landscape a plus

Rebuilding Together NYC offers a competitive salary and full benefits package.

To apply, please submit a résumé and cover letter with salary requirement to jobs@rebuildingtogethernyc.org.