



## Job Description - New Position SBP New York Project UPLIFT

<b>Job Title:</b>	Project Coordinator	<b>Full-Time/ Part-Time:</b>	Full-Time
<b>Division/ Department:</b>	Project UPLIFT	<b>Hourly/ Salary:</b>	Salary
<b>Salary/ Salary Range or Hourly Rate:</b>	Commensurate with experience	<b>Regular/ Temporary/ Per Diem:</b>	Regular
<b>Work Schedule:</b>	Monday-Friday	<b>Exempt/ Non-Exempt:</b>	Exempt

### Company Overview:

SBP is an award-winning, innovative nonprofit organization that shrinks the time between disaster and recovery. A leader in volunteer-driven, post-disaster rebuilding; SBP educates, advocates and improves the disaster recovery sector so that we can collectively achieve more for communities. With a team of 50 staff and 180 AmeriCorps members, SBP has rebuilt 1,200 homes across 8 states and shared best practices with many more.

Through Project UPLIFT, SBP is elevating homes throughout Brooklyn and Staten Island. In partnership with the Governor's Office of Storm Recovery, SBP will offer services to over 28 qualifying homeowners, with services completed by January 2020.

SBP's vision is to embrace constant improvement, community-wide collaboration, and clear benchmarks to reduce human suffering caused by the tolls of delay in recovery. By pairing resilience training with recovery operations, we strive to reduce the need for our rebuilding services by increasing preparedness among vulnerable communities.

SBP encourages individuals that are hungry for change and eager to innovate to join our team so that we can change the future of disaster recovery together.

### Job Summary:

The Project Coordinator will carry out special projects and execute critical tasks to support ongoing operations and program compliance for Project UPLIFT's innovative home elevation program. Alongside the Program Administrator and Construction Administrator, the PC will engage with various subcontractors, stakeholders, and clients of Project UPLIFT.

### Qualifications:

- Clear communication skills and a strong sense of maturity, positivity, and professionalism
- Ability to develop working relationships with team members
- Valid driver license and reliable transportation (a company vehicle will be provided for work-related travel)
- Knowledge of nonprofit/volunteer-driven disaster recovery work, and federal grant management is a plus
- Commitment to continual improvement (of oneself, supervisees and the construction process)
- Ability to multitask effectively
- Experience with basic financial management
- Able to satisfactorily pass a Criminal History Check to include sex offender registry, NY State Police, and FBI



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### Responsibilities:

#### Construction Administration

- A. Support day-to-day tasks, as assigned by Construction Administrator
- B. Coordinate utility shutoffs and disconnects for homes receiving elevation services (coordinating with homeowner and with National Grid)
- C. Schedule and guide city-required inspections, maintaining inspection log
- D. Coordinate site-visits with contractors for initial scope and estimate activities
- E. Review, audit, and flag issues in construction files, ensuring compliance and clarity with all files
- F. Conduct daily and weekly site observation and reports throughout construction process
- G. Distill and create homeowner-friendly construction report
- H. Maintain construction whiteboards and spreadsheets

#### Program and Information Management

- A. Support day-to-day tasks, as assigned by Program Administrator
- B. Review of title reports for approved homes, flagging any ownership or lien issues
- C. Maintain client information in SBP database
- D. Ensure client paper files are in order, strict focus on compliance and clarity
- E. Manage small purchase procurement for Project UPLIFT
- F. Maintain weekly phone check-ins with homeowners, understanding areas of concerns and opportunities for SBP to improve client services
- G. Manage day-to-day tracking of internal expenses for Project UPLIFT
- H. Track programmatic historical documents into clear digital and print formats (for audits)
- I. Research apartments/storage/pet assistance for clients needing assistance
- J. Assist with event planning, such as for Groundbreakings
- K. Maintain meeting notes (where applicable, i.e. weekly conference calls)

### Primary Relationships:

This position reports to the New York Director of Recovery. This position works alongside the Program Administrator and Construction Administrator for Project UPLIFT.

### Performance Expectations:

The individual is expected to:

- Embody the values, mission and vision of SBP in communications and interactions
- Effectively and positively manage multiple projects and people
- Work productively with limited supervision
- Seek out and participate in professional development and leadership opportunities
- Translate broad goals into achievable steps
- Help set and manage appropriate expectations
- Handle detailed, complex concepts and problems and make rapid decisions
- Develop smooth and constructive relationships with people from all segments of the community
- Plan and meet deadlines
- Maintain a flexible work schedule to meet the demands
- Demonstrate initiative and work as a team player



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- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector
- Provide effective leadership and take full accountability for achieving departmental and organizational goals
- Participate in company-wide events, such as meetings and socials
- Collaborate effectively with all other departments to bring about the best result for clients

### To Apply:

Submit a tailored cover letter, resume, three professional references and a salary history to [tcorley@sbpusa.org](mailto:tcorley@sbpusa.org). We will follow up with qualified candidates - please no calls or emails after your submission.

*SBP is an equal opportunity employer and adheres to all applicable city, state and federal laws regarding equal employment opportunity and hiring practices.*

*As an equal opportunity employer, SBP encourages persons of low and moderate income residing in the pilot service areas--Staten Island and Gerritsen Beach/Sheepshead Bay, Brooklyn--to submit a resume for consideration. Persons requiring reasonable accommodations to participate in this employment opportunity are requested to contact the Section 504 Coordinator, Alana Tornello at [atornello@sbpusa.org](mailto:atornello@sbpusa.org) or 718.318.2172 to discuss your particular needs, no later than 5 days prior to the deadline for submission.*

*All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.*

*It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints may arise pursuant to Section 504.*