



Position: Program Administrator – Project UPLIFT
Organization: SBP – New York
Reports to: Project UPLIFT Program Manager

About SBP

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 80+ staff and 240 AmeriCorps members, SBP has rebuilt more than 1,800 homes across 8 states and shared best practices with many more.

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 over time by increasing preparedness among vulnerable communities.

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 20 qualifying homeowners.

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.

Position Summary

The Program Administrator will support Project UPLIFT day to day operations, compliance and execution of critical tasks. The Program Admin will carry out special projects and provide ongoing operations support for Project UPLIFT's innovative home elevation program. Alongside the Program Manager, the PA will engage with various subcontractors, stakeholders and clients of Project UPLIFT.

Responsibilities:

Construction Administration

- Support day to day tasks, as assigned by Program Manager
- Schedule and guide city-required inspections, maintaining inspection logs and folders
- Coordinate site-visits with contractors for initial scope and estimate activities
- Review, audit and flag issues within construction files, ensuring compliance and clarity within all construction files.
- Maintain construction whiteboards and spreadsheets
- Oversee subcontractor reporting requirements through Elation system

Program and Information Management

- Support day to day tasks, as assigned by Program Manager
- File and maintain program documentation and records in Salesforce, Trello, and Google Drive
- Ensure program paper files are in order, strict focus on compliance and clarity
- Manage small purchase procurement for Project UPLIFT
- Day to day tracking of internal expenses for Project UPLIFT
- Tracking of programmatic historical documents into clear digital and print formats (for audits)
- Researching apartments/storage/pet assistance for clients needing assistance
- Event planning, such as for Groundbreakings
- Track, collect, and maintain proper client documentation to support the Interim Mortgage Assistance Program
- Maintain meeting notes (where applicable, i.e. weekly conference calls)
- Ensure proper filing of documentation and tracking of all activities of the program.
- Prepare program documents such as memos, letters, bid packages, reports, construction documents and agendas.

- Provide accounting department with estimates and invoices in the manner prescribed by Accounting. Assist in coding invoices and providing proper and compliant documentation.
- Attend construction, department and project team meetings.

Other Responsibilities

- Maintain minutes for all calls and in-person meetings
- Coordinate homeowner inquiries and request, establishing regular check-ins with homeowner to ensure transparency and predictability in Project UPLIFT activity

Performance Expectations:

The individual is expected to:

- Embody the values, mission and vision of SBP in your communication and interaction.
- 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.
- 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.

Qualifications

- Bachelor's degree required
- 1-2 years' experience in nonprofit/ volunteer-driven disaster recovery work
- Experience with basic financial management preferred
- Experience with case management preferred
- Knowledge of federal grant management preferred
- Clear communication skills and a strong sense of maturity, positivity, and professionalism. Ability to develop working relationships with team members.
- Able to satisfactorily pass a Criminal History Check to include sex offender registry, NY State Police, and FBI.
- Valid driver license and reliable transportation. A company vehicle will be provided for work-related travel.
- Commitment to continual improvement (of oneself, supervisees, and the construction process)
- Ability to multitask effectively.

TO APPLY, PLEASE [CLICK HERE](#)

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

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 that may arise pursuant to Section 504.