

**NEIGHBORHOOD HOUSING SERVICES OF NEW YORK CITY, INC.**

**JOB POSTING**

**Job Title:** Program Coordinator - TIL

**Reports to:** Program Manager, Director of Homeownership Services and  
Manager of Research, Data & Government Relations

**Overview:** The Project Coordinator will support existing low-income housing cooperatives (TIL, ANCP, HDFC) through technical, organizational, and financial planning assistance, including financial reporting, election monitoring, budgeting, and property maintenance. The Coordinator will monitor co-ops to ensure compliance with City regulations.

- Work with Program Manager to develop a strong knowledge of limited-equity cooperative By-Laws, Net Lease Agreements, Compliance and Regulatory Agreements, and rules around financial reporting, building maintenance, rent collection, meetings, and elections.
- Conducts assessments of the needs of co-ops and develops strategies to assist and communicates these strategies with the Co-op Board, Tenant Associations, shareholders, Management Company, accountant, and attorney.
- Provide technical assistance to Tenant Associations, Coop Boards, and shareholders in the form of a workshop, seminar, group and individual meetings, and/or a substantial phone call.
- Provides assistance to co-op boards dealing with organizational issues, rent (maintenance) collection strategies, budget preparation, management, etc.
- Help boards and other shareholders to organize effectively to improve the performance of their co-ops. Works to identify problems, clarify goals, and implement plans to meet those goals. Offer information and referrals tailored to specific issues, problems, and needs.
- Attends meetings at the buildings to monitor elections and address specific issues and keeps boards and shareholders informed of progress and tasks that need to be performed.
- Facilitate small- and large-group meetings and trainings on-site or at NHS offices.
- 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 prepares accurate and informative reports on all site visits and technical advisory session and files the report with the Program Manager and database.

## Qualifications and Requirements

- Project management skills.
- The ability to maintain effective professional relationships with residents and leaders of limited-equity cooperatives, property managers, and Government Officials.
- Proficient in using technology (Microsoft Word and Excel) for communication and as a financial management reporting tool.
- Experience working with low-to-moderate income populations.
- Evenings and weekend hours will be required. Flexible work hours will be offered to accommodate evening/weekend hours.
- Travel throughout New York City will be required.

NHS is an Equal Employment Opportunity

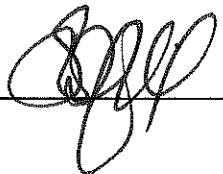
Starting salary: Commensurate with experience

Closing Date: TBD

Send Resume and Cover Letter with salary requirements to:

Neighborhood Housing Services of New York City, Inc.  
Attention: Priscilla Minaise: Manager of Research, Data  
and Gov't Relations  
307 West 36th Street, 12th Floor,  
NY, NY 10018  
Email: [Priscilla\\_Minaise@nhsnyc.org](mailto:Priscilla_Minaise@nhsnyc.org) or  
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Approved: \_\_\_\_\_



Date: \_\_\_\_\_

11/9/16