

Rebuilding CNY

Rebuilding our future through home preservation and community projects

POSITION: - Handy Helpers' Program Manager

POSITION SUMMARY:

The Handy Helpers' Program Manager works under the supervision of the President and C.E.O. to execute all aspects of the Rebuilding Central New York Handy Helpers' pilot program.

PRIMARY RESPONSIBILITIES:

Client Communication and Service Management

- Processing all applications
- Creation, maintenance and storage of project and program files
- Manage all correspondence with homeowners
- Ensure grant reporting is generated and distributed on a timely basis

Volunteer Management:

- Coordinate and supervise volunteer orientation, training, workshops and performance
- Assist volunteers in projects as necessary.

Program Management

- Maintain, update and distribute a monthly program calendar listing all projects and project status
- Maintain Handy helpers' program budgets and reporting
- Review and process all invoices and reimbursement requests of the projects
- Manage and coordinate all tools, equipment and inventory
- Implement and monitor grant goals impact and effectiveness

Pro Vendor Network Management

- Monitor performance, invoicing and payments of program related network contractors
- Coordinate estimates and consultations installations and repairs as needed
- Manage relationships with client service related vendors and partners.

Recommended Skills

- Commitment to serving aging-in-place residents
- Home repairs and project management experience
- Ability to work on multiple tasks in a growing and changing environment
- Strong customer service background
- Computer literacy in MS Office (Word, Excel, Outlook). Experience with Google Workplace
- Able to work with a part-time schedule. **Saturdays are a must.**

COMPENSATION:

This is a part time, paid position of \$18.50 per hour at 20 hours per week for 52 weeks.

SUBMITTAL:

Please submit resume with cover letter to info@rebuildingcny.org

ORGANIZATIONAL OVERVIEW:

*Founded in 1990 and reorganized in 2020, Rebuilding Central New York is a non-profit organization **dedicated to the preservation of affordable housing**. Leveraging a volunteer network and corporate partnerships, Rebuilding CNY transforms the lives of local residents through programs by improving the health and safety of homes and revitalizing community spaces to better serve and support local residents.*

Mission: *Rebuilding our future through home preservation and community projects.*

Vision: *A safe and healthy home for everyone.*