

NEIGHBORHOOD RESTORE HOUSING DEVELOPMENT FUND CORPORATION

JOB POSTING

OFFICE MANAGER

Organization Overview

Neighborhood Restore Housing Development Fund Corporation (“Neighborhood Restore”) and its affiliate nonprofit entities (Restored Homes HDFC, Restoring Communities HDFC, Preserving City Neighborhoods HDFC, Neighborhood Renewal HDFC, Project Rebuild, Inc.) collaborate with the New York City Department of Housing Preservation and Development (“HPD”) on programs that seek to foster neighborhood stabilization by efficiently transitioning properties from physical and financial abandonment to responsible third party ownership. Neighborhood Restore also utilizes citywide partnerships to create affordable homeownership opportunities for households of low- and moderate- income.

Responsibilities

- Oversee general office operations including, but not limited to, maintaining and responding to office equipment repair needs and ordering supplies
- Answer phone calls, distribute mail, and respond to incoming requests for information
- Coordinate board meetings and compile board books
- Update content on website
- Handle all computer related matters
- Assist accounting staff with general office related expenses
- Assist in researching detailed information about properties, including review of government records to determine building conditions, violations, permits, liens or fines.
- Assist with marketing and sale of properties, monitoring procedures and guidelines

Qualifications

- A bachelor’s degree is required, but additional years of relevant experience may substitute for a formal degree.
- At least 5 years of relevant office management experience, preferably in nonprofit sector
- Knowledge of housing and community development is preferred
- Strong organizational and communications skills, and attention to detail
- Must have the ability and patience to work with the government, nonprofits and the public
- Knowledge of MS Word, Access, Excel, Outlook, Power Point required, knowledge of ArcGIS and Sales Force preferred
- Ability to coordinate complex activities, meet deadlines and use good judgment in satisfying conflicting demands and setting priorities
- Ability to work independently and to perform tasks with limited supervision
- Must have a strong interest in non-profit and government work and a willingness to work as an effective, enthusiastic member of a team towards the organization’s mission

Please send your cover letter and resume to: humanresources@neighborhoodrestore.org

Neighborhood Restore is an Equal Opportunity Employer