

## **POSITION ANNOUNCEMENT – Housing Rehabilitation Administrator – Rochester, NY**

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### **Company Overview**

PathStone is a visionary, diverse organization empowering individuals, families and communities to attain economic and social resources for building better lives. Begun in 1969, PathStone is a private, not-for-profit regional community development and human service organization providing services to farmworkers, low-income families and economically depressed communities throughout New York, Pennsylvania, New Jersey, Ohio, Indiana, Vermont, Virginia and Puerto Rico.

**Our Mission** is to build family and individual self-sufficiency by strengthening farmworker, rural and urban communities. PathStone promotes social justice through programs and advocacy.

### **Position Summary**

Provides administrative coordination and support for grants and projects for the Housing Rehabilitation and Energy Services programs across the Finger Lakes Region. Initiates program and project development and planning and serves as the administrative liaison to the program managers concerning on-going grant and project administration.

### **Responsibilities include:**

- Serve as liaison with housing rehabilitation funding agencies and other partners; ensure compliance with reporting and monitoring requirements.
- Organize and maintain central file system for all home rehabilitation projects
- Serve as primary contact and advocate for customers applying for state and federally funded home improve programs. Managing waiting lists, customer intake, application processing, file management and overall customer relations throughout the home renovation process.
- Qualify program applicants by verifying income, location, residency, and employment status.
- Coordinate and schedule site inspections involving homeowners, residents, contractors, construction managers, inspectors and Realtors.
- Prepare and review contracts and related documentation for residential construction projects.
- Maintain project spreadsheets and databases tracking customer info, project financing and reimbursements.
- Coordinate funding draw submittals, progress reports and other documentation.
- Process and track payments to homeowners, contractors and other vendors.
- Obtain required supporting documentation required to prepare environmental assessments.
- Maintain contractor files including documentation of trade licensing, certifications, insurance and workers compensation coverage.

### **Requirements**

Bachelor's Degree plus 3 or more years training / experience in housing-related grants and/or program development and administration in housing and or business related field required, or 7+ years' experience without a BA. Must be able to work independently and have excellent written and verbal communications and interpersonal skills. Must have computer proficiency and good working knowledge of Microsoft Office, database maintenance, spreadsheet utilization, development and implementation of budgets. Bilingual (Spanish/English) preferred.



**Specifications**

PathStone provides a competitive salary and fringe benefit program. The position is available Sept. 13, 2017.

To apply, please email a detailed cover letter and resume to:

Kera Smith  
PathStone Corporation  
400 East Ave.  
Rochester, New York 14607  
ksmith@pathstone.org

**Additional Information**

The following physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job:

- Requires flexible hours including occasional evening and weekend hours, local travel, ability to lift up to 20 lbs and daily exposure to computer video display screen

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Transportation Requirement:** Position requires an automobile available for daily work use, driver's license and insurance.

*Individuals interested in applying for this position must submit a resume to the above listed supervisor on or before: 9/16/17*

**Authorization Number: 150-17**

Year Round:   
 Seasonal/Temporary:   
 Full Time:   
 Part Time:  # of hours/wk \_\_\_\_

Budgeted Project Code(s) for the Position:  
          C7677                %   75    
          C0014                %   25  

