



---

## **Job Posting** **Housing Recovery Coordinator II**

**Unit:** Housing & Community Facilities Development  
**Status:** Exempt

**Employee Type:** Full Time, 35 hours per week

Fifth Avenue Committee (FAC) is a nationally recognized South Brooklyn based, non-profit community development corporation formed in 1978, whose mission is to advance economic and social justice by building vibrant, diverse communities where residents have genuine opportunities to achieve their goals as well as the power to shape the community's future. FAC works to transform the lives of over 5,500 low and moderate income New Yorkers annually so that we can all live with dignity and respect while making our community more equitable, sustainable and inclusive.

To achieve our mission FAC develops and manages affordable housing and community facilities, creates economic opportunities and ensures access to economic stability, organizes residents and workers, offers student centered adult education, and combats displacement caused by gentrification. In addition to our grassroots neighborhood work, we are actively involved in broader coalitions and campaigns.

The Housing Recovery Coordinator II will have a critical role in FAC's *Rebuilding in Red Hook & Gowanus* initiative focusing on direct provision of services and oversight of remediation and rehabilitation efforts to owners who suffered property damage due to Super Storm Sandy.

### Responsibilities

The Housing Recovery Coordinator will be responsible for a variety of tasks involved in FAC's *Rebuilding in Red Hook & Gowanus* initiative. He or she will report to the Director and will work closely with the other Housing Recovery Coordinator, members of the Housing Development unit, the FAC Sandy team in other units and partner organizations to:

- Identify and assess properties whose scopes of work and/or income of homeowners does not meet criteria of partner organizations;
- Utilize the array of evolving public and private programs available to homeowners to conduct remediation and rehabilitation of their properties;
- Establish a cost effective design/engineering/renovate program utilizing FAC's network of architects, engineers and team of contractors;
- Project manage, scope and underwrite remediation and home renovations for damaged 1-4 family homes and multi-family rental properties that sustained damage during and after the storm;
- Make appropriate referrals to partners, including for foreclosure prevention, as needed;
- Maintain contact with the Department of Housing Preservation & Development, and/or any other appropriate government agency, remaining up to date on available financing for property owners.
- Track and report work as required by funders, partners and FAC reporting requirements;
- Ensure that homeowners and community members engaged with the initiative are screened for foreclosure prevention assistance through FAC's affiliate, Neighbors Helping Neighbors.
- Manage subcontracting relationships as required by the program activities.
- Other duties as assigned.

### Qualifications

- Bachelor's degree required; MPA, MUP or other relevant MA/MS preferred.
- Minimum 3 years' experience in nonprofit program administration; housing or disaster relief programs preferred.
- Some background in engineering, resiliency/sustainability, or construction preferred.
- Excellent communication (written and oral) and computer skills;
- Fluency in Spanish preferred;
- Creative self-starter;
- Commitment to FAC's mission, affordable housing, community building and economic development.



**Fifth Avenue Committee**

Our Community. Our Future.

---

Compensation

Compensation will be commensurate with experience. FAC offers an excellent benefits package including full health and dental insurance (following a 3 month waiting period), life insurance, retirement savings plan, flexible spending and paid time off.

To Apply

**E-Mail resume, cover letter and salary history by April 30<sup>th</sup>, 2013 to:**

Michelle de la Uz, Executive Director  
Fifth Avenue Committee  
621 DeGraw Street  
Brooklyn, NY 11217

Email: [jobs@fifthave.org](mailto:jobs@fifthave.org): Indicate “Housing Recovery Coordinator II” in Subject line of email

**Please, no phone calls.** Please note that applications without cover letter, resume and salary history will not be reviewed.

*FAC is an equal opportunity employer (EEO).  
People of color, community residents and women are strongly encouraged to apply.*