



Job Description

JOB TITLE: Project Manager/Housing Specialist

REPORTS TO: Senior Vice President Housing & Green Initiatives

Position Summary:

The Project Manager (PM) for the Housing Division of United Way of Long Island is responsible to manage the daily operations and program compliance of all Housing Division Programs and Initiatives. The PM will also teach and train cutting-edge green construction practices to trainees related to energy efficiency, renewable energy, and recycled materials while providing supportive guidance and encourages the development of their personal and leadership skills. The PM requires business management acumen and demonstrates strong leadership, organization and time management skills as well as has strong communication and interpersonal skills

Responsibilities:

1. In collaboration with the Vocational Instructor, teach construction skills including demolition, framing, and interior work, carpentry in the field and at the E3 Smartbuild Center
2. Teach cutting-edge high performance construction practices related to energy efficiency, renewable energy, and building science principles
3. In collaboration with the Housing Division Program coordinator, manage the financial aspect of the project including cost reporting, forecasting, payables and contractor requisitions and changes
4. Manage both Program and Housing projects on web based software platforms – LiquidPlanner and BuilderTrend
5. Manage budgets, timelines and grant requirements of special needs and affordable housing projects while interfacing with funding agencies or municipalities
6. Participate in housing project construction document development and work scoping
7. Collaborate with energy efficiency and/or utility programs to produce housing units that can take advantage of incentives, subsidies or rebates
8. Participate in the development of project-based curriculum that includes construction
9. Manage Contractors, sub-contractors, Vendors and review shop drawings and change orders
10. Represent United Way of Long Island at funder/stakeholder meetings and conference calls
11. Adhere to company safety policies including subcontract and insurance requirements and perform weekly safety walkthroughs
12. Have a valid NYS driver's license and full access to vehicle for company related travel



13. Collaborate with project architect to produce Energy Calculations for compliance with current codes and voluntary code- plus programs
14. Use computers, audiovisual aids, and other equipment and materials to supplement presentations
15. Conduct meetings with Program staff to insure project tracking and compliance
16. Provide classroom and administrative support, as needed
17. Serve as additional on-site safety coordinator and as a mentor to VetsBuild and/or YouthBuild participants

Qualifications:

1. A Bachelor's degree in Engineering, Construction Management or Building Science/Renewable Energy with a minimum of 3-5 years' experience within construction field
2. OSHA 10 training
3. Strong Computer skills in Microsoft Office and Social Media
4. Knowledge of basic building codes for Long Island, New York
5. Strong commitment to helping young people succeeds in an innovative training program, to reorient their lives and nurture their leadership skills and enable them to make a difference in their community
6. Ability to lead programs with a cultural competent approach and effectively relate to opportunity youth.
7. Excellent public speaking, listening and written communication skills
8. Ability to work with and manage multiple people
9. Excellent written and oral communication skills, strong initiative, problem solving abilities
10. Team Orientated

This is a full-time regular non-exempt position with benefits. Hours are Monday-Friday 8:30am-4:30pm and some evenings and weekend hours may be required for YouthBuild related functions.

The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands and work environment conditions. Position descriptions are reviewed and revised to meet the changing needs of the organization at the sole discretion of management.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions unless this causes undue hardship to the organization.