

Position Opening Production Coordinator

Community Weatherization Partners, LLC, an entity formed by the Local Initiatives Support Corporation (LISC) and Enterprise Community Partners (Enterprise), seeks a mid-level professional to fill the position of Production Coordinator.

The New York State Division of Housing and Community Renewal (DHCR) has awarded LISC and Enterprise, through Community Weatherization Partners, LLC, a \$15 million contract to be a temporary subgrantee to weatherize over 2,100 units of low-income multifamily housing throughout New York City. LISC and Enterprise have partnered with NYC Department of Housing Preservation and Development (HPD) to implement the program.

The Production Coordinators will manage the day-to-day field operations related to their respective projects and will ensure that field operations are handled in accordance with Community Weatherization Partners, LLC Guidelines. The Production Coordinator will be an employee of LISC. This is an 18-month position under the DHCR contract, funded by American Recovery and Reinvestment Act stimulus funds. The term of employment is for the length of the contract.

Responsibilities

- Manage a pipeline of buildings to be weatherized in accordance with Community Weatherization Partners, LLC guidelines, which includes, but is not limited to the following:
 - Participate in developing bid packages and selecting technical partners and contractors;
 - Work closely with sponsors/building owners to collect information and coordinate construction;
 - Complete applications for all units in the building to be weatherized;
 - Document tenant income or category eligibility;
 - Complete weatherization application/file for every household;
 - Complete Energy Information and collect information regarding servicing of the building/unit's heating plant and utility that supplies electric services;
 - Complete owner agreement form for each building;
 - Verify ownership of each building;
 - Document subgrantee and owner signed Permission to Enter Building form; and
 - Complete Apartment Building Work Summary for all buildings which lists all materials and labor costs associated with work scope and total building costs.
- Support the Program Coordinator in project management, which includes:
 - Manage subcontractor contracts
 - Oversee technical partners and contractors work in each building;
 - Manage owner investment/contribution; and
 - Manage Audit Fees from owner.
- Work closely with the Weatherization Director and Program Coordinator to resolve issues related to contractual relationships, production schedule, quality of work, compliance, etc.
- Interface with HPD staff to facilitate work at HPD project sites.
- Prepare all documents for and participate in the DHCR, DOE, and HPD field reviews.
- Participate in Davis-Bacon compliance.
- Work closely with LISC weatherization staff to submit all required documentation and ensure complete requisition packages for payment.
- Collect data related to energy consumption for post-completion energy assessment.

- Support building sponsors in their application to HPD for HOME funds, which includes, but is not limited to:
 - Conduct sponsor review; and
 - Respond to Landmarks review.
- Participate in DHCR sponsor training.
- Track production progress of units in weatherization pipeline; share data with Data Manager.

Qualifications:

1. Minimum four years experience in residential real estate development and/or asset management, preferably in an affordable housing setting, or experience implementing new programs or initiatives. Minimum three years of experience with a graduate degree in urban planning, real estate, public administration, or business.
2. Working experience with DHCR and NYSERDA preferred
3. Experience in construction, property and asset management.
4. Experience with contracts.
5. Ability to manage multiple and varied construction projects with strong attention to detail – must be highly organized.
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7. Knowledge of green building and sustainable development strategies, standards, and policies. Direct knowledge or experience with DHCR Weatherization Assistance Program preferred.
8. Excellent oral and written communication skills.
9. Familiarity with New York City housing and economic development issues, financing sources, underwriting issues, organizations, resources, and neighborhood planning issues.
10. Ability to work independently.
11. Proficient computer skills: word processing, spreadsheets. Knowledge of Word and Excel.
12. Bachelors Degree in related field.

**Please send cover letter and resume via e-mail to:
Community Weatherization Partners, LLC
resumes@lisc.org**

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