



DEPT OF ENVIRONMENT PROTECTION
Job Posting Notice

Environmental Protection

Job ID:	196196	# of Positions:	12
Business Title:	Build It Back Specialist		
Civil Service Title:	COMMUNITY ASSOCIATE		
Title Code No:	56057	Level:	00
Proposed Salary Range:	\$ 33,799.00 - \$ 56,249.00 (Annual)		
Work Location:	250 Broadway, N.Y.		
Division/Work Unit:	Sandy Program Management		

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Job Description

The NYC Mayor's Office of Housing Recovery Operations (HRO) and the Build it Back Program are dedicated to helping New Yorkers living in communities affected by Hurricane Sandy rebuild their homes. Highly motivated and self-driven candidates with a passion for community outreach and public service are needed by HRO to achieve the city's commitment of making New York's most environmentally at risk communities safe and sustainable. The Mayor's Office of Housing Recovery (HRO) is seeking Build it Back Specialists who will be responsible for interfacing directly with homeowners. . A fast paced work environment, Specialists will support Build it Back participants from eligibility and through to design and construction. Specialists will be required to conduct face to face meetings with applicants, explain program procedures and collect documentation as needed. The chosen candidate will coordinate with various interagency representatives, city vendors, and non-profits. Specialists will work from one of the designated Build it Back centers (Queens, Brooklyn, Staten Island).

Under supervision of the Build it Back Center Director and Site Supervisor, the candidate will need the following skills:

- Customer service experience
- Strong written, verbal communication skills
- Able to work in a team environment and establish a rapport with clients
- Be able to work independently with a strong focus on achieving quantitative goals
- Comfort in dealing with sensitive documentation
- Able to multi-task, and maintain a heavy caseload
- Adhere to standard operating procedures
- Strong organizational skills
- Able to escalate complex issues

Minimum Qual Requirements

Qualification Requirements

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

Preferred Skills

- Successful customer service experience in a community setting or in an area related to the duties described above.
- An ability to work evenings weekends
- Word, Excel, Microsoft Dynamics CRM skills preferred.
- Ability to use office machines (printers, scanners)
- Conversational Chinese (Cantonese), Spanish or Russian is a plus.
- Driver's License is a plus.
- Notary Public License preferred

Additional Information

This is a long-term temporary grant funded position with an estimated duration of up to 18 months.

To Apply

To apply click "Apply Now"

The NYCDEP is an Equal Opportunity Employer

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

POSTING 06/04/2015
DATE:

POST UNTIL: 06/17/2015