



Northwest Bronx Community and Clergy Coalition
103 East 196th Street
Bronx, NY 10468

Position Available: Program Coordinator

The NWBCCC is a 50-year old grassroots member-led community-based organization that unites individuals and institutions to fight for racial justice and economic democracy. NWBCCC uses direct action community organizing to address affordable housing, public education, immigrant rights, youth, health justice, voting rights, and economic development issues, and to fight for broader policy change in these and other areas.

The NWBCCC is the Bronx Lead for the Partners in Preservation Program (PIP), which is a city-led, dynamic initiative aimed at safeguarding the city's affordable housing stock by enhancing coordination among tenant organizing groups, legal services providers, and government entities. The role of the NWBCCC is to successfully coordinate the engagement, interventions and strategy across program partners to address immediate concerns and improve long term housing quality and conditions, avert displacement, and maintain the affordability of the Bronx's housing stock.

To support these efforts, we are looking to hire a Program Coordinator. The Program Coordinator will play a pivotal role within NWBCCC and in collaboration with partner organizations leveraging the partnership and resources of the NYC Office of Housing Preservation and Development through PIP. This position requires a deep commitment to our organizational values and the ability to dynamically engage with community stakeholders to drive project development from inception to completion.

Job Responsibilities and Duties Include:

- **Coordination and Management:**
 - Ensure contract compliance across all partners including vouchering and reimbursement for all partners.
 - Develop and implement data collection and reporting protocols to enhance communication and management across all areas of initiative.
 - Coordinate quarterly stakeholder meetings for collaborative learning and information sharing.
 - Lead monthly administrative meetings with partners to ensure coordinated project management.
 - Liaise with Agency leadership and other critical stakeholders as needed.
- **Tenant Organizing and Education:**
 - Coordinate monthly staff meetings with partner organizational staff to ensure communication, accountability around shared milestones, learning, and strategy development.
 - Coordinate with partners to develop data analysis and portfolio research to identify target buildings for the Program.
- **Program Documentation and Reporting:**



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- Prepare and submit detailed reports on organizing progress, quarterly activities, and final outcomes.
- Track and report on key performance metrics, including outreach efforts, formation of tenant associations, and educational events.
- Maintain schedules/timelines for overall initiative and steward partners to fulfill on agreed upon goals and milestones.
- Attend weekly staff meetings and training opportunities.

Required Skills and Capacities:

- At least a Bachelor's degree in a related discipline or 3+ years of professional experience, including two to three years of direct experience with project coordination.
- Commitment to NWBCCC's mission and values
- Ability to listen to community priorities and incorporate them into assigned projects.
- Excellent analytical, presentation, written, and oral communication skills.
- Proven experience working collaboratively with project teams, different levels of management, funders, government agencies, community members, and a wide variety of individuals.
- Commitment to NWBCCC's mission and values
- Commitment to social inclusion, anti-oppression, racial, sexual, and economic justice

Preferred Skills:

- Experience and knowledge in housing and community development preferable Ability to speak multiple languages a plus

Compensation

Competitive salary of \$60,000 - \$70,000, dependent on relevant experience. Excellent benefits, including health and life insurance, tax-sheltered retirement plan, and vacation. Excellent training in community organizing and professional development opportunities.

To apply for this position, please email a cover letter and resume to organizingjobs@northwestbronx.org with "Program Coordinator" in the subject line. Note that only those candidates selected for an interview will be contacted. Applications will be reviewed on a rolling basis with a targeted start date between August 1 and September 1.

NWBCCC is an equal opportunity employer. We recruit, hire, train, and promote for all positions and job classifications without regard to race, color, religion, creed, gender, national origin, age, physical or mental disability, marital, veteran or disabled veteran status, sexual orientation, or any other status as a member of any other legally protected group or activity. People of color are strongly encouraged to apply.