

JOB DESCRIPTION
UTICA NEIGHBORHOOD HOUSING SERVICE, INC.
Housing Rehabilitation Administrative Assistant

Organization: Utica Neighborhood Housing Service, Inc. DBA HomeOwnershipCenter (HOC)

Location: Utica, NY

Salary + Benefits + Perks

- 4-day work week with 3-day weekends
- Starting salary range: \$37,500-\$40,000
- Paid training
- Exceptional health insurance
- Excellent Vacation time, personal time, and sick leave
- Generous retirement plan with a pension

Schedule: Full-time (38 hours per week) Monday through Thursday, with flexibility for occasional evenings and Saturdays. National travel for paid training and certifications.

About Us:

Utica Neighborhood Housing Service, Inc. is a nonprofit organization established in 1979, serving Oneida, Herkimer, Madison, Otsego, Fulton, and Montgomery Counties. Our mission is the revitalization and growth of neighborhoods.

Job Description: This position, reporting to the Housing Rehabilitation Program Manager, provides essential administrative support for the Housing Rehabilitation Department.

Skills for Success:

- **Organizational and Planning Skills:** Ability to anticipate tasks, set priorities, and meet deadlines consistently.
- **Communication Skills:** Professional demeanor with excellent interpersonal, written, and verbal communication skills.
- **Technical Proficiency:** Extensive knowledge of Microsoft Suite, data entry, and CRM software.
- **Detail-Oriented:** Exceptional attention to detail, problem-solving, and analytical thinking.
- **Adaptability:** Function smoothly under strict deadlines and shifting priorities.

Responsibilities:

1. **Contract and Customer Communication:**
 - Respond to phone calls and emails from contractors and rehabilitation customers.
 - Coordinate relocation services for families in need.
 - Efficiently schedule inspections, site visits, and clearances.
2. **Bid Package Creation:**
 - Assist in creating bid packages for each enrolled housing unit.
 - Ensure accurate assembly of bid packages.
3. **Data Management, Reporting, File Management, Administrative Support:**
 - Maintain project management spreadsheets, electronic and paper grant files
 - Assist with data entry and reporting.
 - Perform administrative tasks such as payment requests, project vouchers, requisitions etc.
 - Maintain licensed contractor files.
 - Organize project close-out documentation.
 - Coordinate relocation services for families.
 - Provide front desk coverage and telephone assistance as needed.

Qualifications:

Preferred:

- Associate degree in Business Administration, Management, or Secretarial Science.
- Two years of office administration or financial administration experience.

Accepted:

- High school diploma.
- 2+ years of experience in professional construction, finance, real estate, or nonprofit housing rehabilitation.

How to Apply: Submit a detailed cover letter and resume to Danielle Smith via email at dsmith@unhs.org or by mail to HomeOwnershipCenter, Attn Danielle Smith, 1611 Genesee Street, Utica, NY 13501. Deadline to apply is 1/12/2024

Equal Opportunity Employer: Utica Neighborhood Housing Service, Inc. is an equal opportunity employer that does not discriminate on the basis of age, gender, race, national origin, physical disability, genetic information, religion, or sexual orientation.