



Lead Program Housing Intervention Manager

About Us: Paterson Alliance is a coalition of more than 100 nonprofits serving Paterson and neighboring communities. In our 26 years, we have learned that collaboration among nonprofits leads to greater collective impact. We offer opportunities to network, share resources and information, and collaborate on funding opportunities. In 2023 we joined Lead-Free NJ as the Paterson Community Hub Lead. The objective of the Community Hub is to increase awareness about lead issues in Paterson, reduce Paterson community members' exposure to lead and resulting health impacts by accelerating efforts to reduce the hazards and enable holistic lead remediation.

Position Title: Lead Program Housing Intervention Manager

Supervisor: Director of Programs

Salary: \$75,000-\$85,000 plus benefits, based on experience.

Position Details: Exempt, 30 hour/week position, Flexible schedule.

Benefits: Health insurance reimbursement, Retirement Saving, Accrued sick days and PTO, scheduled Holidays off

Position Overview: The Lead Housing Intervention Managers will oversee lead hazard control work under the NJDCA Lead Assistance Program grant. The Lead Housing Intervention Manager will be responsible for the coordination and management of processes that provide lead hazard control, healthy homes and ancillary renovation and repair. Work is done under a grant from the NJ Department of Community Affairs. This position will work closely with Lead Program Manager, Office Manager and the Managing Director of Isles Inc. to advance the production goals of this project. This role will report to the Director of Programs.

Responsibilities:

- ❖ Participate in the implementation of lead program strategies, project development, and budget monitoring.
- ❖ Monitor progress towards achieving goals and objectives.
- ❖ Work with program partners to maintain professional relationships
- ❖ Coordinate and oversee lead risk assessments, lead hazard control work and lead clearances
- ❖ Create work scopes from Lead Risk Assessments and visual inspection of units
- ❖ Coordinate and manage all aspects of subcontractor activities -- estimates, project requisition, contracting, project initiation, oversight and project completion/closeout.
- ❖ Supervise and monitor construction processes (on site), ensuring high quality work and compliance with HUD, and NJDCA lead rules and

regulations.

- ❖ Maintain positive relationship with customers and community
- ❖ Track participant data/folders, unit progress and compliance with project budgets
- ❖ Complete and submit all required documentation completed work
- ❖ Participate in marketing lead program to the community.

Qualifications: Required knowledge, skills and experience -

- Bachelor's degree with minimum 5 years' experience in lead safe remediation/abatement, construction, home renovation or related fields.
- 3+ years' work experience in project and construction management.
- Proficiency in other Microsoft Office applications (Word, Excel, Outlook)
- Valid NJ Driver's License in good standing
- Ability to maintain State Central Registry (SCR) clearance and fingerprint clearance throughout the duration of employment
- Must participate in mandatory trainings including but not limited to: EPA Renovation, Repair and Painting Certification; Community Health Worker; HUD guidelines for evaluation and control of lead-based paint Hazards in Housing and the NJ Code for Lead.
- Experience providing lead safe renovation, repairs or abatement.
- EPA Lead RRP certification, Lead worker and/or Lead Supervisor credential or similar (If do not possess these credentials, must be willing to participate in training and certification post hiring)
- Ability to maintain State Central Registry (SCR) clearance and fingerprint clearance throughout the duration of employment

Preferred, But Not Required

- Experience with lead hazard control, energy efficiency and healthy homes programs
- Knowledge of HUD Lead Hazard Control Guidelines and/or NJDCA Lead Abatement Code
- Spanish language proficiency

Ambition and Vision: Ability to take initiative, be proactive, and efficiently see projects through to completion.

Personality: Independent, but willing to take coaching and direction from teammates; ability to represent Paterson Alliance in a professional and personable manner in community.

Positive Workstyle: Ability to work with a positive and professional attitude; ability to work well with diverse personalities, in a team or individually; excellent organizational skills, and a high level of attention to detail.

Work Environment: Work is conducted both in the community and in the office. Community work includes home visits and community tabling events and presentations to promote the program. Must be able to work in a nonjudgmental way displaying a positive and professional demeanor at all times. Must be able to lift and carry up to 25 pounds and be able to meet the physical requirements of the position (walking, bending, lifting, etc).

This is a dynamic and fluid program; must be able to work in a changing environment to help build protocols and process to establish a solid foundation. Teamwork and problem-solving skills are imperative to support this new initiative. This is a grant funded program, positions are subject to elimination, based funding availability.

Employment at Will: This position is considered "at-will" under New Jersey law. This means that either you or Paterson Alliance may terminate the employment relationship at any time, with or without cause, and with or without notice. This policy is not intended to limit your rights or the rights of Paterson Alliance under applicable employment laws.

Paterson Alliance is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Please send cover letter and resume to CareersPatersonAlliance@gmail.com. Your application materials should demonstrate why you're a good fit for this position and what specific skills, experience, talents, and interest you'll bring to the team.