



Lead Program 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 Manager

Supervisor: Director of Programs

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

Salary Range: \$55,000-\$65,000

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

Position Overview: The Lead Program Coordinator supports the successful delivery of the Paterson Alliance lead and healthy homes services (Get the Lead Out of Paterson campaign) through assistance with outreach activities, coordination of home visits, verification of customer qualification documents, entry of lead measures in required State database, and submitting invoices to state/federal/local funding sources. This position will work closely with Paterson Alliance Lead Program Assistant, Lead & Healthy Homes Evaluators/Case Managers, Lead Construction Managers, and other staff engaged in weatherization and lead services. This position interfaces with a variety of organizational personnel, customers, community-based organizations, and the general public. This role will report to the Director of Programs.

Who Will Be Successful: The people who thrive on our team are passionate, visionary, curious, creative, open-minded, flexible, self-directed, and willing to learn from mistakes. They are also results-driven, detail-oriented, and responsible.

Responsibilities:

- ❖ Coordinate intake and final verification of documents for weatherization and lead programs
- ❖ Coordinate customer folders moving from intake status to lead remediation or abatement work
- ❖ Coordinate with Lead Construction Managers upon completion of units and prepare for invoicing.
- ❖ Manage lead evaluation and clearance invoices for payment
- ❖ Document lead measures of completed units in State database (HESWAP)
- ❖ Prepare and submit invoices & FSRs in State databases (HESWAP and SAGE)
- ❖ Communicate with customers, vendors, community-based agencies and others as needed
- ❖ Assist in the preparation of regularly scheduled reports
- ❖ Assist with outreach activities
- ❖ Handle sensitive information in a confidential manner

Qualifications: Required Knowledge, Skills and Experience:

- ❖ BA and/or 2 years of equivalent work experience in lead/healthy homes fields or other program management.
- ❖ Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook)
- ❖ Experience with online data collection systems and ability to enter data accurately
- ❖ Ability to learn new software quickly and effectively; experience with Salesforce preferred
- ❖ Knowledge of State lead and energy efficiency programs
- ❖ Attention to detail
- ❖ Outstanding verbal and written communication skills
- ❖ Ability to maintain State Central Registry (SCR) clearance and fingerprint clearance throughout the duration of employment
- ❖ A flexible schedule
- ❖ Experience with HESWAP and SAGE systems preferred
- ❖ 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.

Preferred, But Not Required

- ❖ Spanish language proficiency; proficiency in Bangali and Arabic are a plus

Ambition and Vision: ability to take initiative, be proactive, and come up with your own list of projects and priorities; a wide degree of creativity and latitude; self-motivated

Personality and Eloquence: Strong written and verbal communication skills; ability to represent Paterson Alliance in a professional and personable manner and build relationships with a wide-range of people; ability to use both “head and heart” methods of persuasion

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.