

Crew Coordinator- CoolRoofs

Background:

HOPE has a 35+ year track record of empowering New Yorkers to build sustainable futures through comprehensive training, jobs, advancement and lifelong career support. HOPE is an outcomes-focused organization. Our student-centered approach, employer-driven training, wide range of support services, and commitment to ongoing engagement yield strong results, notably a job placement rate of 75% and retention rates of 92% at 90 days and 81% at one-year. We are focused on expanding our impact and positioning ourselves for growth while continuing to enhance the quality of our services and build upon our successful outcomes.

This is an exciting time at HOPE, as we have recently successfully pivoted our model for remote training and will be building a hybrid approach which combines the best of in-person and remote training. At the same time, we are working with partners and peers in the field to understand the opportunities presented by the post-COVID economy which will drive our clients' success. Finally, we are continuing to build on strong leadership and governance - as evidenced by 2019 finalist status for the Nonprofit Excellence Awards - with an organization-wide DEIA effort, the launch of a new Associate Board, and more.

HOPE is proud to execute NYC °CoolRoofs, which provides rooftop coating services to buildings across the city, while training and employing local jobseekers. Coating rooftops white reduces summer air conditioning costs by up to 30%, while still keeping the buildings cool, and reducing emissions. The program supports New York City's goal to reduce carbon emissions 80% by 2050, as outlined in Mayor de Blasio's One City Built to Last released in September, 2014.

The Position:

NYC °CoolRoofs is seeking a creative, team-oriented, Crew Coordinator who will be responsible for providing on-site supervision and conducting building inspections. Reporting to the Crew Supervisor, the Crew Coordinator position will guide the day-to-day activities of °CoolRoofs employees, providing oversight and training for crews, and perform outreach to enroll buildings in the Program.

Responsibilities:

- Under the direction of the Crew Supervisor, supervise CoolRoofs participants during off-site on the job training activities
- On-board and orient program participants; train participants on the proper procedures to follow for correct cleaning, application of product, and safety; track attendance for all activities
- Provide on-going coaching on soft skills development to ensure participants are positioned for successful permanent employment
- Assist with set up and close down of work sites
- Ensure each project is completed and properly closed-out to the satisfaction of the building owner and Project Manager, among other duties
- Inspect and evaluate rooftops for inclusion in program based on roof material, condition, safety, ease of access, and availability of resources
- Operate van to deliver tools and materials to work sites
- Other responsibilities as assigned

Qualifications:

- High School Diploma or equivalent required.
- Experience supervising and coaching individuals towards success a plus
- Experience in the fields of construction, building energy-efficiency or property maintenance preferred
- Must have excellent verbal and written communication skills
- Must be highly organized and able to manage both long-term and day-to-day projects
- Must have basic computer skills. Knowledge Google Suite preferred
- Commitment to social and environmental justice and an ability to convey a deep dedication to the mission of NYC CoolRoofs and The HOPE Program
- Must have a valid driver's license and be comfortable driving a cargo van in New York City

Salary/Benefits: Salary is dependent upon experience. HOPE provides a full package of benefits including: healthcare and dental insurance; retirement plan; competitive vacation (plus 1/2 day Fridays during summer which is equal to 7.5 additional vacation days); and 12 paid holidays.

Interested Candidates: Email cover letter, indicating what position you are applying for and where you saw listing, and resume to hr@thehopeprogram.org. Resumes unaccompanied by a cover letter will not be reviewed. No telephone calls, please.

The HOPE Program is an equal opportunity employer.

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