

**Port Jervis Community Development Agency
P.O. Box 1002
Port Jervis, NY 12771**

Program Assistant

- **Job title:** Program Assistant
- **Company description:**

As a fast-paced public benefit corporation, the Port Jervis Community Development Agency is designated by the City of Port Jervis as the local administrator of federal, state and local funds for housing, public facilities, and economic development programs for the creation of jobs and commercial revitalization to promote local commerce and industry.

The mission of the Agency is to leverage private/public investment, preserve City housing stock, improve public infrastructure, assist in the expansion of existing businesses, and promote the attraction of new industry which will increase employment opportunities and enhance the city's tax base.

The PJCDA is an Equal Opportunity Employer

- **Job summary:**

The person in this full-time hourly position will assist the Executive Director (E.D.) with all aspects of special projects, grants, report generation and submittals, file organization, community/agency outreach, correspondence, project research, and contracts (three-quarters of time) and will perform agency bookkeeping (one-quarter). Optionally, this person may also assist Section 8 with filing, administrative tasks, and entry level activities.

- **Responsibilities and duties:**

Community Development:

- Assists E.D. in the research, writing, submission, administration and management of local, state, and federal grants in a variety of subject matters
- Collects information and assists in the preparation of environmental review records (ERR), National Environmental Policy Act (NEPA), New York State Environmental Quality Review Act (SEQRA, New York State Office of Parks, Recreation and Historic Preservation (SHPO) submissions, Minority and Women Owned Businesses (MWBE), Service-Disabled Veteran Owned Businesses (SDVOB), and flood plain reviews, as necessary

- Assists E.D. in the preparation and review of a variety of legal documents including requests for quotes (RFQ), grant agreements, contracts and legal advertisements
- Assists E.D. in project coordination
- Assists E.D. in conducting studies, surveys and projects as required
- Assists E.D. in data compilation and report preparation and submittal
- Organizes and maintains grant, project and agency files electronically and physically according to compliance, reporting and retention schedules
- Assists E.D. in organization and performance of community outreach, workshops, panels and conferences
- May order office supplies and maintain supplies of necessary forms for office staff
- Other duties may be assigned as needed.

Accounting/Bookkeeping:

- Maintains accounts payable and accounts receivable
- Performs monthly bank reconciliations
- Monthly close
- Maintain the general ledger
- Post inter-company journal entries
- Timely produce accurate monthly financial reports
- Produce End-of-Year reports, 1099, 1098, etc.
- Accurately produce, log and file paper documents and backup
- Respond to email inquiries in a timely manner
- Coordinate activities with agency fee accountant
- Other duties may be assigned as needed.

Section 8/Support

- Handle general inquiries
- Provide ongoing assistance to Section 8 staff
- Gain proficiency in Section 8 activities and software
- Other duties may be assigned as needed.

• **Education and Experience:**

Required - A, B, or C, with D (Note *):

(A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Urban Studies, Planning, Geography,

Community Development, Civil or Construction Engineering, Law, Environmental Science, Real Estate Development, Business or Public Administration, Architecture, Journalism, Accounting/Finance, or related field; or

- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree and two (2) years of experience in a public or private agency/company working in accounting, financial services, banking, construction, grant writing or administration, journalism, engineering, municipal or regional planning, or related field; or
- (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as described in (B) above.
- (D) Required - QuickBooks proficiency/certification or proof of related business bookkeeping knowledge

*If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency a. A list of acceptable companies who provide the service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You are responsible to pay the required evaluation fee.

- **Knowledge, skills, and abilities:**

- Operates office machinery, including but not limited to telephones, computers, adding machine, copier, printer, postage machine, safely and efficiently
- Proficient with QuickBooks (QB Desktop preferred), Excel, Word, Outlook
- Ability to work well with federal, state and municipal officials and the public
- Highly organized; resourceful with a high degree of integrity
- Strong analytical and math skills
- Evaluates and tracks project budgets
- Meticulous attention to detail
- Creative problem solver, good judgment, tact
- Excellent organizational and time management skills with a proven ability to meet deadlines
- Ability to prioritize multiple tasks
- Excellent interpersonal and communication skills both verbal and written
- Ability to work independently and as part of a team
- Ability to maintain a high degree of confidentiality

- Ability to follow direction accurately and retain and incorporate new information
 - Ability to understand complex oral and written directions
 - Ability to effectively use computer applications such as spreadsheets word processing, calendar, email and database software
 - Flexible with unexpected changes
- **Compensation and benefits:**
 - Full-time, Hourly, Monday – Friday, 35-hour work week
 - NYS Health Insurance (NYSHIP), Optical, Dental, NYS Retirement
 - Paid Time Off - Vacation, Sick and Personal Time, Holidays
 - Supervises – None
 - FLSA – Non-Exempt
 - Job specific training provided as determined necessary by the E.D.
 - PAY RANGE: \$19 - \$25 per hour, commensurate with education and experience

- **Working conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Fixed Office Location in Port Jervis, NY/Possible Hybrid Schedule

Occasional night/weekend meetings

Reporting structure:

Reports directly to the Executive Director and, in the event of their absence, to the Section 8 Administrator

Special Requirement: Must possess and maintain a valid driver's license and up-to-date vehicle insurance.

How to apply:

With "Application – Program Assistant" in the subject line, in .pdf format, email resume, cover letter and three professional and three personal references to: Contact@PJCDA.org

Compliance:

Equal Employment Opportunity

The Port Jervis CDA is an equal opportunity employer. We provide equal employment opportunity in all employment-related matters, including hiring, training, promotion, compensation, benefits, transfers and other personnel actions, without regard to race (including traits historically associated with race), color, national origin, age, religion, sex, sexual orientation, gender identity or expression, the status of being transgender, disability, genetic information, predisposition and carrier status, military or veteran status, marital and familial status, the status of being a victim of domestic violence, employee's or a dependent's reproductive health decision making (including, but not limited to, a decision to use or access a particular drug, device or medical service), known relationship or association with any member of a protected class, and any other characteristic protected by applicable law.