



Program Coordinator

Job Description

Job Responsibilities

The Program Coordinator is an entry-level position that provides support for the development and implementation of existing and new programs, policies and initiatives for Schenectady Metroplex Development Authority (“Metroplex”), including the administration of the Capital Region Land Bank (the “Land Bank”). The Program Coordinator will report directly to Metroplex’s Project Director who oversees the management of the Land Bank. The Program Coordinator will assist the Project Director with the following responsibilities and functions:

- Research, develop, and implement best practices to reuse vacant property and spur neighborhood development in the Land Bank’s service district. This includes reviewing existing community plans, participating in neighborhood planning efforts, and working with municipal staff.
- Coordinate grant compliance reporting to meet various deadlines and requirements.
- Organize Land Bank property databases and other digital and hard copy records, including those shared on the Land Bank’s website.
- Provide oversight and coordination on development projects to ensure that projects align with policies, rules and regulations of the Land Bank. This includes traveling to project sites to document development progress.
- Attend meetings and collaborate with a variety of stakeholders including local municipal government officials, economic development agencies, neighborhood organizations, non-profits, and other groups to create opportunities for revitalization of Land Bank properties and neighborhoods.
- Other duties as assigned.

Desired Qualifications

- A (4) year college degree or (2) years of experience in regional/urban planning, real estate, construction, policy, or related field.
- Excellent verbal and written communication, organizational, and customer service skills.
- Willing to conduct site visits and investigate challenging properties in distressed neighborhoods for a mission-driven organization designed to serve the public interest and support neighborhood revitalization.
- Able to attend limited meetings at nights and or weekends, if needed.
- Familiarity with geographic areas served; knowledge of Land Bank properties/market.
- Attention to detail, good organizational and record-keeping skills; ability to multi-task.
- Display a strong work-ethic and interest in the organization’s mission.
- Comfortable with Microsoft Office Suite, email, and willingness to learn GIS mapping tools and basic skills for data entry in Land Bank records including on the WordPress website.
- Proficiency with a smartphone and/or digital camera to document field progress.

- Comfortable working independently and with others in a collaborative environment.
- Ability to quickly learn about the Land Bank's operations and communicate a broad range of information to customers in a clear and concise manner when fielding inquiries.
- Ability to represent the organization with a high degree of professionalism to the public and provide quality customer service.
- Must be able to utilize personal vehicle in accordance with local travel duties to and from Land Bank properties, primarily in the City of Schenectady.
- Full-time, salaried exempt position

Contact

Resumes and inquiries should be directed to:

Mr. David Hogenkamp
Project Director- Schenectady Metroplex
Executive Director- Capital Region Land Bank
(518) 377-1109 ext. 7
dhogenkamp@schenectadymetroplex.org

About Schenectady Metroplex Development Authority

[Schenectady Metroplex Development Authority](#) is a public benefit corporation created pursuant to the New York State Public Authorities Law established in 1998 to enhance the long-term economic vitality and quality of life in Schenectady County. Metroplex serves as Schenectady County's unified economic development team overseeing the Schenectady County Industrial Development Agency and Capital Resource Corporation, the City of Schenectady Industrial Development Agency, and the Capital Region Land Bank.

[Capital Region Land Bank](#) has been administered by Metroplex since 2015. The Land Bank deploys grant funds from various governmental and philanthropic sources to strengthen neighborhoods in the service district by mitigating blight through the improvement of existing structures and by returning vacant and abandoned property to productive use.