



**Position:** Construction Project Coordinator  
**Reports to:** President/Executive Director  
**Work Location:** 285 Schermerhorn Street, Brooklyn, NY  
**Hours:** Full Time

**Position Summary:**

Brooklyn Community Services (BCS) is engaged in a multi-year redevelopment of its headquarters in Downtown Brooklyn, and the position is funded primarily to support this project. To assist in framing and executing its strategy, BCS has retained expert consultants including architects, economic development specialists, attorneys and an owner’s representative/project manager. The Construction Project Coordinator (CPC) will be the primary liaison with such consultants, on behalf of the President, Executive Team and Board. Under the direction of the BCS executive team, the CPC will complete proposals for capital, design and operational funding and will provide status reports to funders. He/she will be responsible for due diligence and compliance, and for liaising with relevant governmental and financial agencies. On an as needed basis, the CPC may also provide similar services in connection with lease fit-out/construction work in connection with other BCS program sites.

**Responsibilities:**

- Research and identify viable funding sources to support project development and completion; prepare and submit funding applications and grant proposals; organize and assemble reports, attachments, graphics, budgets, narratives, letters, certifications, and other documentation, as needed.
- Assist with management of RFPs, selection and negotiations with contractors, lenders and equity investments.
- Participate as member of Project Team, while incorporating reviews and approvals from multiple departments within BCS, as well as from the Board of Directors and its Real Estate and Finance Committees.
- Assist in navigating project through any required public approval processes and appropriate community outreach and engagement, including presentations to community groups, elected officials and various review agencies.
- Act as agency liaison with governmental entities (e.g., EDC, DASNY, HPD, NYS-HCR).
- Assist in evaluating, managing and hiring a team of qualified, quality architects, general contractors and other project consultants, and provide on-site progress reports to the project team as needed.
- Coordinate transition of completed project from its development phase through to operations.
- Conduct post-construction capital needs assessment and coordinate with property management team.
- Ensure successful close out of funding and investor requirements.
- Maintain knowledge of relevant programs, new materials, changes in building code, processes, environmentally friendly advances and methods of construction.
- Perform other duties as assigned, including project management work for the fit-out of other BCS program sites.

**Qualifications:**

BA or BS in a relevant field such as construction management, architecture, engineering, planning and/or business management plus 3 years’ experience, or Master’s in such a field with 2 years’ experience (inclusive of relevant internships).

**Contact:**

Email Resume and Cover Letter to:

[careers@wearebcs.org](mailto:careers@wearebcs.org)

Please write in subject line: **Construction Project Coordinator**