

王嘉廉社區醫療中心
CHARLES B. WANG COMMUNITY HEALTH CENTER

JOB TITLE: PLANNING ASSOCIATE

REPORTS TO: CHIEF FINANCIAL OFFICER

RESPONSIBILITIES:

- Assist CFO on capital renovation projects;
- Coordinate efforts between architects, general contractors, and vendors (e.g. elevator, fire alarm, telecommunications, security, furniture, signage, and medical equipment) and track project status;
- Review contracts, reports, and reimbursement vouchers
- Evaluate and monitor project budgets;
- Provide Board of Directors with construction progress and milestones
- Assist in the development of grant proposals for submission to federal, state and city agencies, foundations and other funding sources;
- Other duties as assigned

QUALIFICATIONS:

- BS or BA required;
- Degree in Construction or Facilities Management preferred;
- Experience in Planning a plus;
- Organizational and project management skills; and
- Oral and written communication skills.

SALARY: Commensurate with experience

Interested candidates can email or fax resume and cover letter to Esther H. Silver, HR Manager:

Email: esilver@cwchc.org

Fax: (212) 379-6936