



JOB TITLE: Assistant Program Coordinator

Reporting Manager: Executive Director

Position Status: Full-time

Classification Level: Exempt

Salary range \$45,000-\$50,000 plus competitive benefits package.

Company Description

The Buffalo Erie Niagara Land Improvement Corporation (BENLIC) is a government-created, not-for-profit land bank established in 2012 following New York State's 2011 Land Bank Act. BENLIC's mission is to return vacant, abandoned, and underutilized properties to productive use across Erie County, NY. The organization focuses on blight removal, strategic parcel acquisition, new housing construction, and residential rehabilitation to strengthen neighborhoods and local communities. BENLIC works in coordination with municipalities, community partners, and residents and is part of a network of 32 land banks operating throughout New York State. Team members contribute directly to visible improvements in the built environment and long-term community revitalization.

Position Description

The Assistant Program Coordinator is a full-time, hybrid on-site role based in Buffalo, NY. This position supports the planning and execution of BENLIC's programs by assisting with project coordination, tracking timelines, and maintaining program documentation. Day-to-day responsibilities include communicating with partner organizations, municipal staff, and community members, responding to inquiries, and providing customer service to property owners and applicants. The role involves preparing reports and presentations, organizing meetings, maintaining databases and records related to acquisitions and rehabilitation projects, and supporting program development activities. The Assistant Program Coordinator collaborates closely with internal staff to ensure program goals are met and that processes remain efficient, accurate, and compliant with organizational policies.

Qualifications

- Candidates should possess skills in Program Management and Program Development to help plan, implement, and refine BENLIC's initiatives.



- Candidates should possess strong Communication skills to interact effectively with team members, partner agencies, and community stakeholders.
- Candidates should possess Customer Service skills to respond professionally to public inquiries, provide information, and support participants in BENLIC programs.
- Candidates should possess Project Management skills to assist with scheduling, documentation, bookkeeping and monitoring progress across multiple projects.
- Additional beneficial qualifications include strong organizational and time-management abilities, attention to detail, proficiency with office software (e.g., Microsoft Office, databases), and the capacity to work collaboratively in a team setting.
- Relevant education such as an associate or bachelor's degree in public administration, urban planning, nonprofit management, or a related field, or equivalent experience, is preferred.
- Familiarity with local government operations, housing, community development, or real estate is an asset.

EEO Statement: Buffalo Erie Niagara Land Improvement Corporation is an Equal Opportunity Employer and considers all candidates for employment regardless of race, color, national origin, religion, sex, age, disability, citizenship, pregnancy, military status, marital status, sexual orientation, or any other characteristics protected by law.