

**Subject:** FW: NEWCITY: Job Opening at NORA



**Job Description**

**TITLE:** Land Stewardship Project Manager (or NORA Green

Program Manager)

**REPORTS TO:** Chief Operating Officer

**REVISED:** February 2016

The New Orleans Redevelopment Authority’s “NORA Green” program re-uses vacant land to benefit the neighborhoods of New Orleans. NORA employs vacant lots that are not in demand for housing development to support an array of initiatives including farming and gardening, stormwater management, economic development, and real estate market stabilization. NORA carries out projects itself and also makes available vacant lots throughout the city for individuals and community organizations for these initiatives. This position will manage that suite of initiatives to achieve NORA’s revitalization and resilience goals.

**SUMMARY OF RESPONSIBILITIES:**

The program manager will:

- Manage the design, construction, and maintenance of NORA-led vacant land projects
- Manage the community leasing program from pre-application through project close-out, serving as the point of contact for all applicants and any technical assistance providers
- Manage project budgets, contracts, and billing
- Monitor the performance of NORA-led and partner-led projects
- Report on project performance to NORA leadership and related agencies
- Facilitate the adoption of new and best practices in vacant land management
- Liaise with colleagues working on vacant land management projects in other cities

**QUALIFICATIONS:**

A bachelor’s degree is required and a master’s degree in a relevant field is preferred.

At least 3 years of work experience with progressive responsibility in a related field is required.

Land Management Division PM position February 19, 2016

**COMPETENCIES:**

- Entrepreneurial approach to project initiation and development
- Ability to manage projects independently with minimal direction and supervision
- Ability to manage project budgets and timelines efficiently and effectively
- Ability to manage multiple projects concurrently
- Ability to manage external contractors and consultants
- Ability to interface well with applicants and community members
- Fluent in Microsoft Office and experience with web-based workflow software

**Licenses or Certificates:**

N/A

**Salary:**

Commensurate with Experience

**Applications:**

Please submit resume and cover letter to [nora.careers@nola.gov](mailto:nora.careers@nola.gov), and for questions please contact Anita Briant, Human Resources Manager at [albriant@nola.gov](mailto:albriant@nola.gov).

THE NEW ORLEANS REDEVELOPMENT AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, GENDER IDENTITY, AGE, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, CREED, CULTURE, OR ANCESTRY.

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