



Position: Handyperson – West Tremont
Location: Bronx, NY
Reports to: Superintendent
Status: Non-Exempt, Full-Time, may include occasional evening and Saturday

About Jericho Project

Jericho Project is a nationally recognized nonprofit that has been working to end homelessness at its roots since 1983. What began as a Manhattan soup kitchen has grown into a citywide organization serving nearly 3,000 New Yorkers each year—including over 700 veterans, as well as young adults and families, many of whom identify as LGBTQ+.

Jericho provides more than 600 units of supportive housing through seven permanent residences in the Bronx and Harlem, along with scattered-site apartments throughout New York City. Our housing-first model is paired with wraparound services delivered by skilled case managers, licensed mental health clinicians, and workforce development specialists. Together, these services support our four pillars of stability: housing, employment, wellness, and family.

In 2024, Jericho facilitated over 570 housing placements, helped secure nearly 275 job placements, and delivered over 750 therapy sessions through our in-house Jericho Therapy Program. As we move toward expanding our reach by an additional 2,000 units of housing, we remain committed to helping individuals and families build lasting independence and well-being—one person, one home, and one community at a time.

About the Position

Jericho Project is seeking a full-time experienced Handyman for West Tremont Avenue. The building consists of 79 studios for adults who are 18 years old and over. Wrap-around services are offered at this location, including mental health support and workforce development. The porter may be required to work after regular work hours for emergencies and special situations.

The candidate must be able to perform a variety of small to medium-sized repairs and maintenance tasks such as installing fixtures, making drywall repairs, moving and assembling furniture, cleaning, general upkeep, and assisting the maintenance team turnover vacant units.

Responsibilities:

- Per under the supervision of the Superintendent, assist the maintenance team with any necessary tasks to expedite projects, including unit turnovers for lease-up.
- Performs on-going preventive maintenance as directed by supervisor; carpentry, painting, cleaning, etc.
- Accountable for work performed and materials and supplies used in conjunction with the work. All other duties as assigned.

Requirements:

- Experience with flooring, drywall repair, sealing and caulking, furniture assembly, appliance installation, apartment clean-outs, heavy lifting, and other general handyperson tasks.
- Knowledge of relevant NYC housing building and maintenance rules, regulations and codes.
- Ability to receive and carry out oral and written instructions.
- Ability to make clear and concise decisions quickly and effectively.
- Ability to communicate orally and in writing to be readily understood by others.
- Ability to work harmoniously with others.

ADA SPECIFICATIONS

This position is largely sedentary in nature; however, one must be able to speak, hear, see, and write, as well as use a computer and related software programs, and lift up to 25 lbs. Local and/or national travel required, and may involve longer weekday/weekend commitments to complete related business projects or meet deliverables.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary.

Compensation:

The salary for this position is **\$43,680.00 annualized**. Jericho Project offers a comprehensive benefits package. Employees are eligible for a merit increase annually. Merit increases are based on the employee's performance during the prior year.

How to Apply:

Interested applicants must submit a resume and cover letter with salary requirements to:

Human Resources Department
Jericho Project
Job Code: **Handyperson – West Tremont**
245 W. 29th Street, Suite 902
New York NY, 10001
Fax 646.624.2301
careers@jerichoproject.org
No Phone Calls Please.

Jericho Project is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool. www.jerichoproject.org