



POSITION AVAILABLE

Runner

Job Description

This position distributes notices and other items on behalf of the design build team.

Key Responsibilities

Communication Support: Assist with distributing notices and other documentation throughout the property as needed, ensuring clear and consistent communication with residents.

Packing and Preparation: Aid residents in packing their personal belongings and preparing units for renovations.

Documentation: Capture photographs of packed and prepared units. Forward these images for uploading into the resident's electronic file.

Inventory Management: If requested, conduct an inventory of each unit. Submit completed inventory forms to the onsite coordinator for record-keeping.

Supply Provision: Provide boxes and packing materials to residents upon request, ensuring they have the necessary supplies for an efficient packing process.

Preferred Skills

- Outstanding organizational skills and attention to detail
- Excellent interpersonal skills with the ability to work with diverse residents
- Proficient in working independently and as part of a team
- Robust problem-solving skills
- Basic photography skills for documentation purposes

The Runner role is a hands-on position that necessitates physical stamina and a proactive approach to work. We seek individuals who are self-starters, team players, and possess a positive attitude.

To Apply:

Send your resume as a Word document attachment to REESpostings@NYCHA.nyc.gov with the subject line: **"Runner Position (LB)"**

Please note: You will be contacted ***only*** if you are a registered resident (listed on the lease) **AND** your skills/experience match the criteria. Only resumes will be accepted at this email. Please do not send other correspondence.

Application Deadline: August 29, 2025