

Nevada County Habitat for Humanity – Construction Program Manager

Reports to: Executive Director
Status: Non-Exempt
Hours: Part-Time, 3 days per week, Approximately 25 hours, including Saturdays.

Position Summary:

The Construction Program Coordinator assists with work at all NCHFH build sites. Working in partnership with the Executive Director and the Building Committee members, ensure Habitat builds are aligned with the goals and objectives of the local affiliate and the core values and principles of Habitat for Humanity. In coordination with Executive Director and Building Committee secure bids and support material procurement. Identify and resolve issues and research and propose expense saving improvements. Oversee warranties and repairs, volunteer recruitment, scheduling and support. Support onsite communication and relations with volunteers, homeowners, donors, suppliers, and visitors.

GENERAL RESPONSIBILITIES

Coordinate and regularly communication with Habitat Construction Crew Supervisor to support the following efforts:

- Materials procurement consistent with budget expectations, including material donations, discounts, and Gifts-In-Kind orders.
- Support crew through coordination with subcontractors and vendors.
- Using HFHI resources and compliance requirements- adopt, implement and maintain on site Safety program and serve as safety coordinator. Perform on site orientation for new volunteers.
- Work with volunteers to meet all HFHI and NCHFH construction guidelines, safety standards and housekeeping requirements, as well as applicable OSHA requirements.
- Build and foster positive relations with volunteers, homeowners, all committees, staff, and board of directors.
- Coordinate group builds by working with Construction Crew Supervisor, Fund Development Manager, and other staff to ensure successful group build days.
- Perform final walk-throughs with building committee representative and homeowner.
- Track and follow up on all inspection requirements or issues and maintain good relations with city and county contacts.
- Support communication to schedule contracts, plan submittals, and utilities.
- Communicate schedule changes and coordinate timeline with Family Services activities such as selection, ground breakings, and home dedications.
- Work with volunteer site supervisor to build effective volunteer crew and schedule – focused on retention and recruitment
- Ensure volunteer record system is maintained including roster and waivers at the site and main office.
- Ensure coordination with office regarding lunches, volunteers and build days.

Homeowner Relations:

- Welcome and orient families and their friends and relatives earning sweat equity
- Help with fostering an inclusive culture on build sites

General:

1. Supports training of staff and volunteers on construction related activities as needed.
2. Advocates for affordable housing and Habitat's mission
3. Majority of work takes place at build sites with some work required at main office, or telecommute.

Professional Qualifications, Skills, Abilities:

- Experienced in construction and project coordination (project management experience a plus).
- Ability to create and perform well in a team environment, including working with volunteers.
- Works independently managing work and deadlines effectively.
- well organized and gives appropriate level of detail to work.
- Ability and desire to learn and apply skills and tools relevant to work. Strong work ethic and demonstrated ability to build collaboration and achieve goals.