**Habitat for Humanity Metro Maryland
Maryland Corps/Service Year Option**

**Position:** Construction Administrator
**Date:** 07/03/2025
**Reports to:** Project Manager
**Department:** Construction
**Classification:** Non-Exempt

Maryland Corps / Service Year Option is an opportunity for individuals to ﬁnd a meaningful way to serve their community while earning a salary and getting hand-on experience. Service roles will provide you with job training, an on-site mentor, and resources to be successful (personal money management training, career exploration, etc.)

**Position Overview**

Reporting to the Project Manager, the Construction Administrator provides essential administrative and logistical support to the Construction Department, helping to ensure that residential construction and rehabilitation projects are delivered on time, within budget. The role requires a high level of coordination across internal departments, external vendors, and regulatory agencies.

**Duties and Responsibilities *(include but are not limited to)*:**

* Coordinate administrative activities between field staff, vendors, subcontractors, homeowners, and local/state regulatory agencies.
* Maintain and update project logs, schedules, and status reports, including inspection timelines, vendor deliverables, and milestone tracking.
* Submit and track building permits, occupancy certificates, and other municipal applications.
* Maintain a permitting and inspection calendar and follow up with relevant agencies to ensure timely approvals.
* Assist with soliciting bids and proposals from contractors; collect required documentation (W9s, COIs, licenses, etc.).
* Order and track material deliveries to job sites; resolve delivery or logistics issues in coordination with vendors.
* Enter and process vendor invoices in payment; flag discrepancies.
* Coordinate and archive documentation for inspections, warranty claims, punch lists, and turnover packets.
* Submit documentation for grant compliance (e.g., Energy Star certifications, reimbursement requests).
* Maintain builder licensing renewals and other required credentials for Habitat’s legal construction operations.
* Maintain digital and physical file systems for active and closed construction projects.
* Assist with logistics and preparation for volunteer build days, project dedications, and public site visits.

**Qualifications**

* Strong attention to detail, accuracy, and organization in a fast-paced, multi-project environment.
* Ability to independently manage and prioritize multiple concurrent tasks and deadlines.
* Demonstrated initiative in problem-solving, follow-through, and process improvement.
* Excellent written and verbal communication skills.
* Proficient in Microsoft Office Suite (especially Excel, Outlook, and Word); experience with cloud file sharing (e.g., OneDrive, SharePoint).
* Experience with construction-specific software such as Buildertrend, Procore, or Monday.com is a plus.
* Familiarity with residential permitting, building codes, and construction workflows is a plus.
* Strong interpersonal skills and professionalism when interacting with vendors, inspectors, and homeowners.
* Experience working with nonprofit or affordable housing organizations is a plus.
* Spanish language proficiency is a plus.
* High school diploma or GED required.
* While there’s no maximum age, the MD Corps program is targeted to people between 18 – 25.

This role offers an exciting opportunity to make a meaningful impact while promoting Habitat for Humanity Metro Maryland’s mission and values. Apply today to join our passionate team.

**To Apply:** Visit Maryland Department of Service and Civic Innovation’s [**website**](https://dsci.maryland.gov/Pages/default.aspx) and create an account to apply. All applications must be submitted through their site. Due to a high level of response not all applicants will receive notification of their application status. No phone calls please.

**Habitat for Humanity Metro Maryland Core Values:**

**Justice**
We are committed to the principles of equity, fairness, empowerment, and empathy within our organization and in the work we do in the community.

**Meliora**
Meliora is a Latin word that means “always better” or “pursuit for better things”. It embodies the core values of continuous improvement, relentless pursuit of excellence, and a commitment to making a positive impact in the lives of others.

**Integrity**
We always do the right thing, even when the choice is difficult or the action unrecognized. We value and demonstrate honesty, trust and respect in our actions with our staff, the individuals and organizations we partner with, and the communities we serve.

**Strategic**
We are proactive with a long-term frame of mind. We set priorities wisely and make decisions that may be unpopular in the short term but set us up to serve more families in the future.

**Persistence**
We are driven to serve our families not because it is easy but because it is hard. Amid difficulty and challenges, our passion for affordable housing compels us forward with grit and determination.